Dear Valued Customer,

Welcome to the comprehensive one-stop pharmacy management solution. The Digital Rx Pharmacy Management System features include: Retail Pharmacy module; Long-Term Care; Retail Point-of-Sale; Inventory Management Control; Accounts Receivable; Reconciliation; Electronic Prescribing and many more leading-edge solutions. The Digital Rx Pharmacy Management System user manual was designed as a quick reference guide to improve your retail pharmacy workflow. Our goal is to provide your pharmacy staff an easy platform to manage your daily prescription dispensing. We thank you for your business and we look forward to our lasting relationship.

Sincerely,

Digital Business Solutions, Inc.

Table of Contents

1.0	**How to Get Started**	**5**
1.1	Digital Rx Installation	5
1.2	Digital RX Update	9
2.0	**Create a New System User Account**	**10**
2.1	Security Levels	11
3.0	**Digital Rx HOME PAGE**	**12**
3.1	Contact Billing, Customer Service and Technical Support	12
3.2	Online Support	12
3.3	Remote Connection	12
3.4	Announcements	12
3.5	Training Demo	12
3.6	Resources	12
4.0	**File Maintenance**	**13**
4.1	Add Doctors	13
4.2	Add Patients	13
4.3	Add Drug Records	15
4.4	Add Insurance Plans	16
4.5	Add Price Table	17
4.6	Add Sig Code	18
5.0	**FILL RX Screen**	**19**
5.1	Fill Rx Screen Dashboard, Icons, Function Keys	19
5.2	Fill Rx Screen Dashboard	19
5.3	Fill Rx Screen Toolbar Icons	20
5.4	Digital RX Function Keys	20
6.0	**How to fill a prescription/Refill**	**21**
6.1	Patient (F2)	21
6.2	Physician (F3)	22
6.3	Drug (F4) / Generic Substitution (F7)	22
6.4	Billing To	22
6.5	How to Refill a RX	23
6.6	Claim Transmission (F10)/Cash RX (F12)	23
7.0	**How to Edit a Prescription**	**24**
7.1	How to Edit a Prescription	24
7.2	How to Reverse a Prescription	24
7.3	How to Delete/Un-delete a Prescription	24-25
8.0	**How to view/manage Patient Drug History & Rx History**	**25**
9.0	**Refill Authorization Request/ Ok By**	**27**
10.0	**Auto Refill Reminder**	**28**
11.0	**Verify Medicare Part D Coverage**	**29**
12.0	**How to Submit eTAR Prescription**	**30**
13.0	**How to Transfer Rx**	**31**
14.0	**Rx Flag Status**	**31**
15.0	**Additional Rx Features**	**32**
15.1	Patient Merge	32
15.2	RX Incident Report	32
16.0	**Compounded Medication**	**33**
16.1	How to create a Compound Drug	33
16.2	How to create a Compound Formula	35
16.3	How to attach Formula to Compound Drug Record	36
16.4	How to adjudicate Compounded Medications	38

19.0 Reports

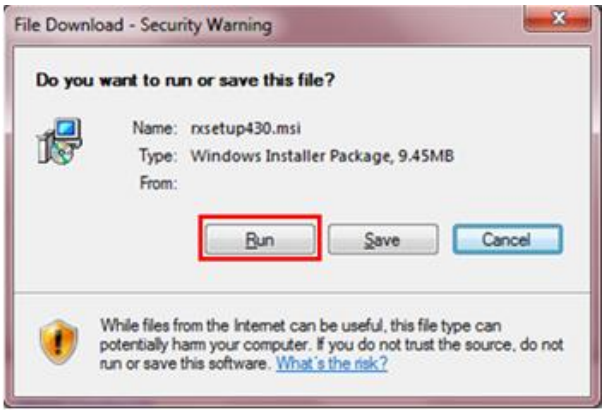
19.1 Daily Report
19.2 Patient Rx History
19.3 Batch Bill Report
19.4 Drug Usage Report
19.5 RX Report
19.6 Monthly by Insurance
19.7 Management Report
19.8 Patient Mailing Report
19.9 Doctor Usage Report

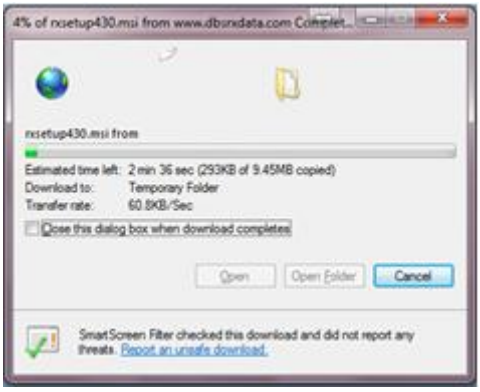
1.0 How to Get Started

1.1 Digital RX Installation

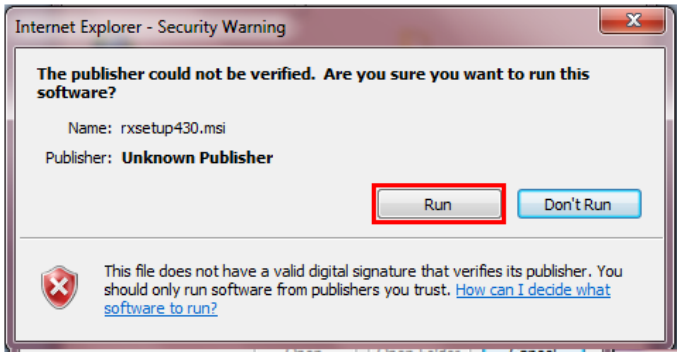
To install Digital RX Pharmacy Management program go to URL www.dbsrxdata.com/rxsetup___.msi. Please call Digital Business Solution Customer Service to your get access to your installation link code and your pharmacy StoreID.

1.1a) **RUN** Windows Installer Package

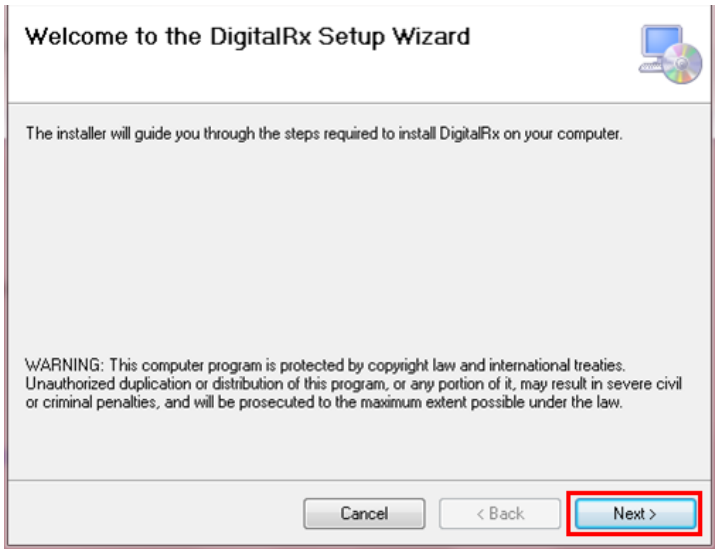




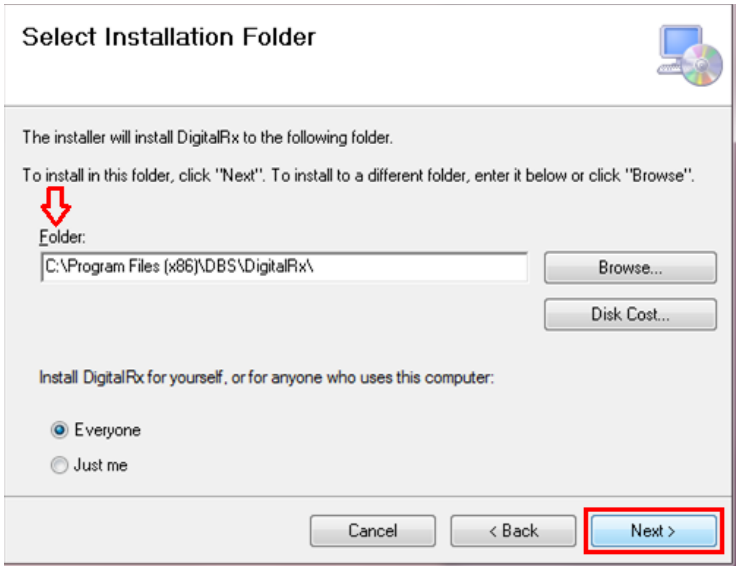
1.1b) **RUN** Unknown Publisher



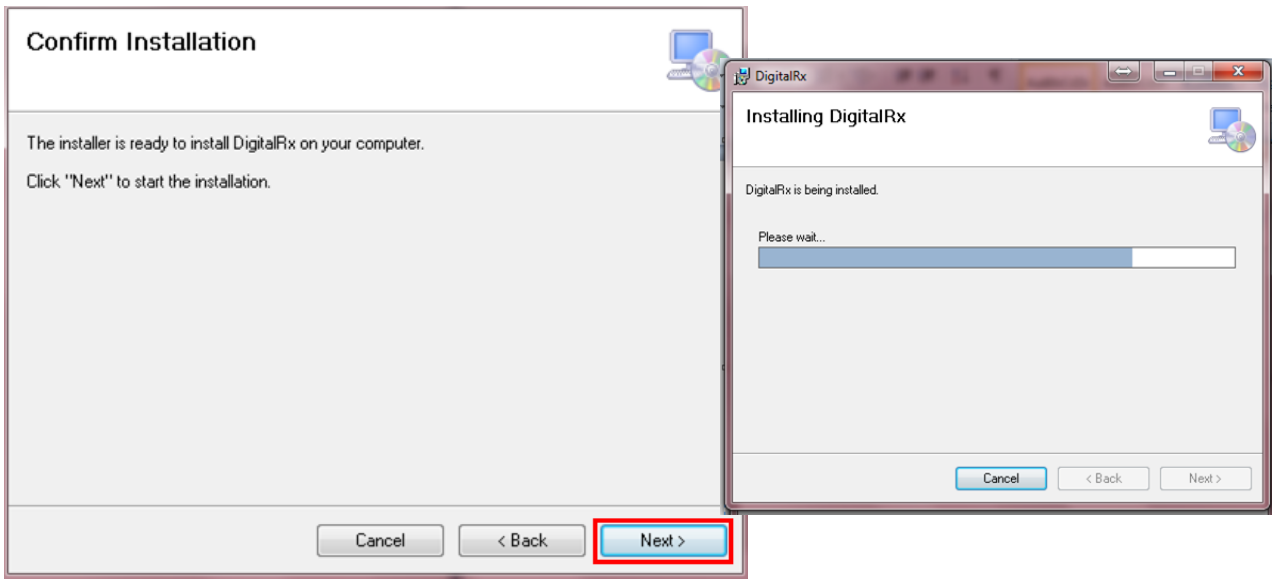
1.1c) Continue the Digital RX Setup Wizard click **NEXT**



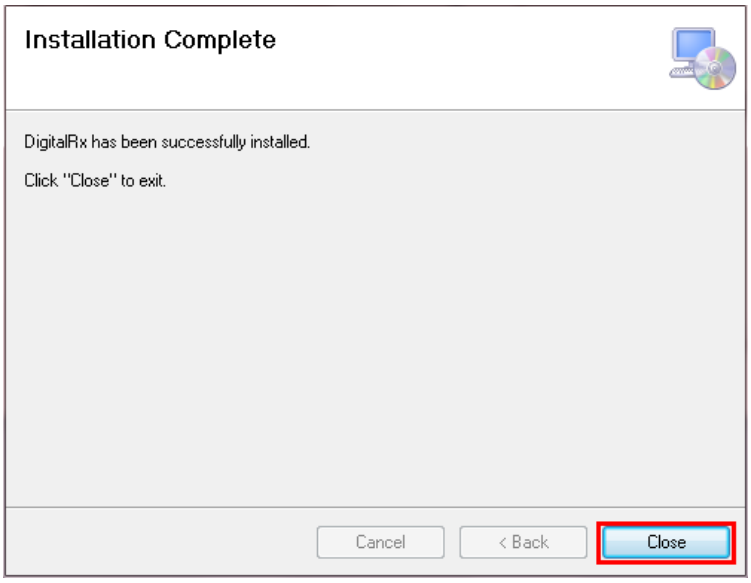
1.1d) Installer will default to Digital Rx Folder, continue **NEXT**



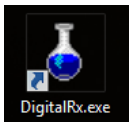
1.1e) Click **NEXT** to continue installation

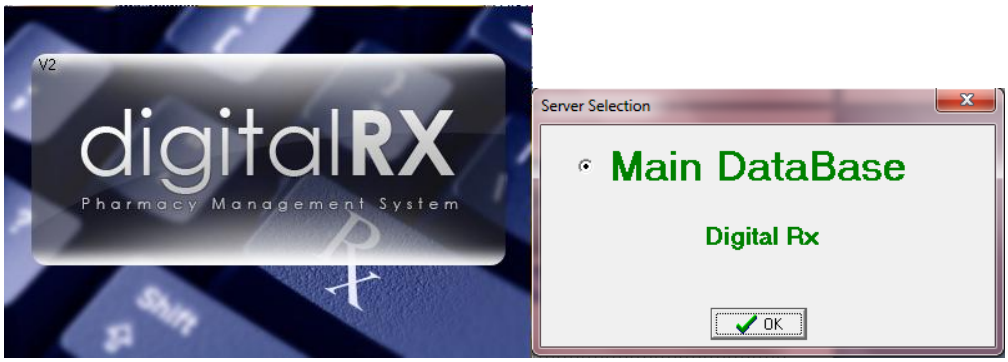


1.1f) Click **CLOSE** when Digital Rx has successfully installed



1.1g) DigitalRX.exe shortcut will automatically save to your computer desktop, click on icon to launch Pharmacy Management System. (It is highly recommended to update the Pharmacy Management System after installation. See section

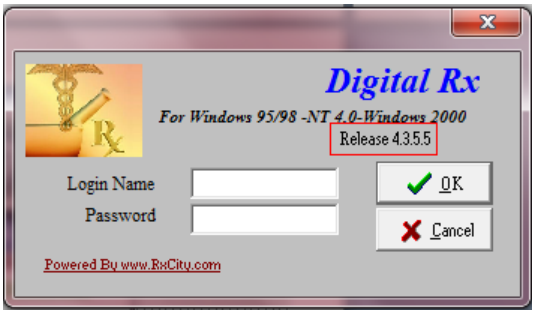




1.1h) Enter StoreID code provided by Digital Business Solutions, Inc.

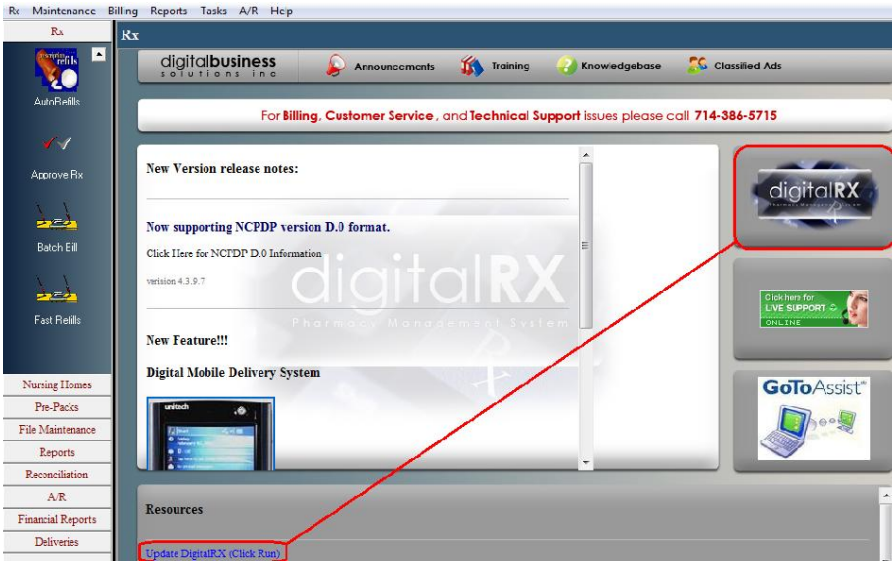
1.1i) Confirm your pharmacy name network at each login session

1.1j) Continue to log into Digital RX with your unique Login Name and Password. (Note: Digital RX release number is the current system version.)

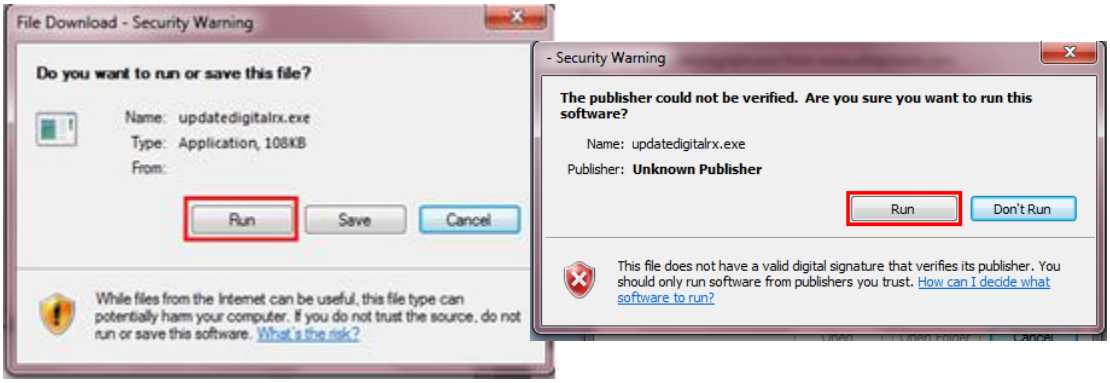


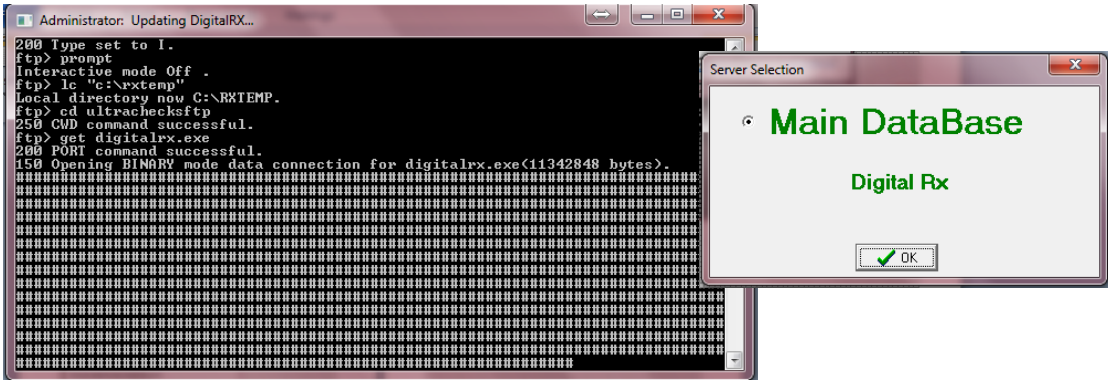
1.2 Digital RX Update

1.2a) It is recommended to run the pharmacy system update weekly. Click on the Digital RX icon or Update Digital RX link located under Resources.



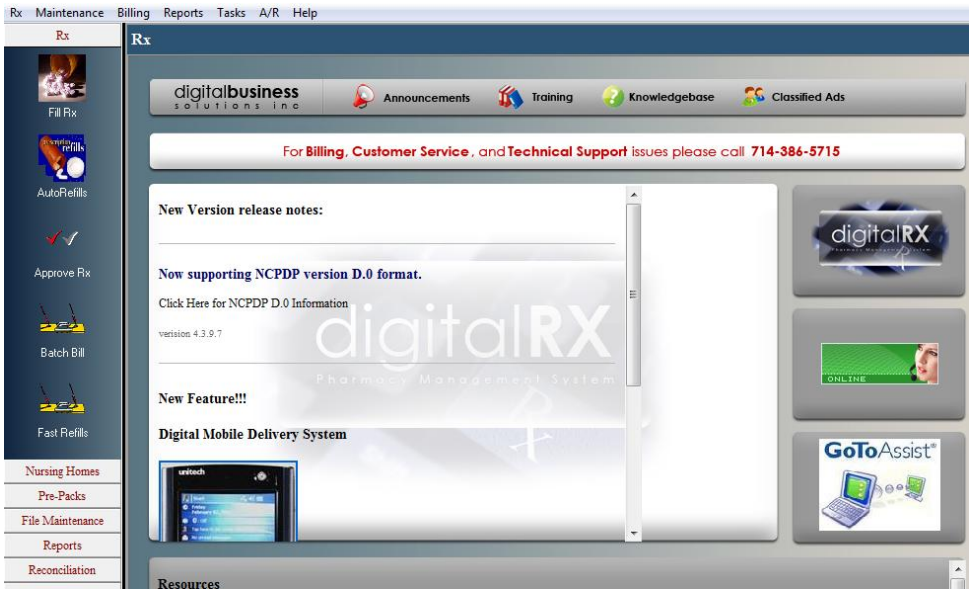
1.2b) Click **RUN** to continue DigitalRX.exe Update and publisher verification. Digital RX Pharmacy System will automatically restart program.



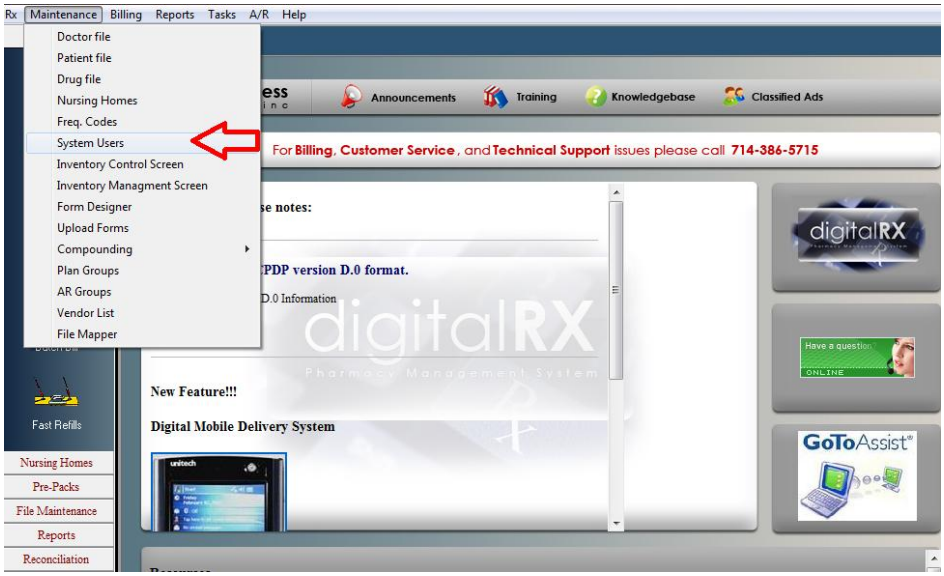


2.0 Create New System Users Account

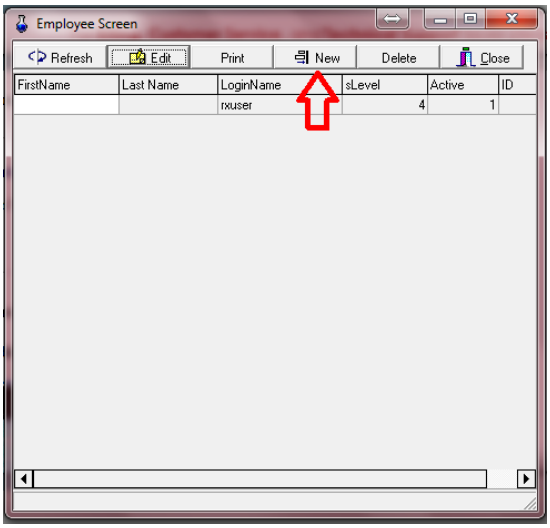
2.0a) From Digital RX Home Page



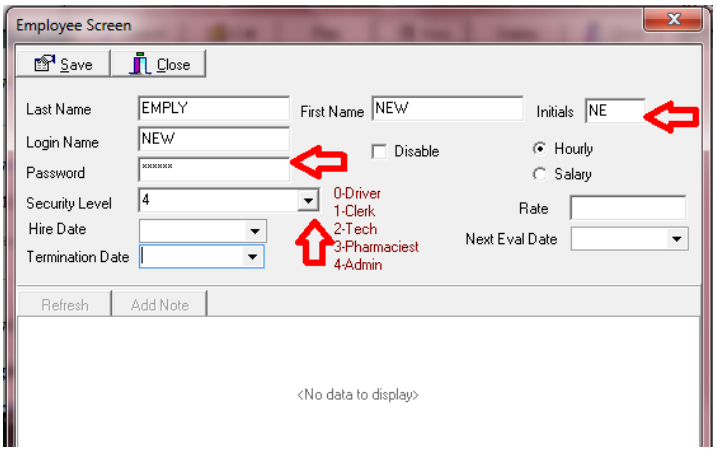
2.0b) Click Maintenance> **System Users**



2.0c) Click **New** to create a new System Users account



2.0d) Enter the users information into the Employee Screen. Select the appropriate Security Level for the employee profile.

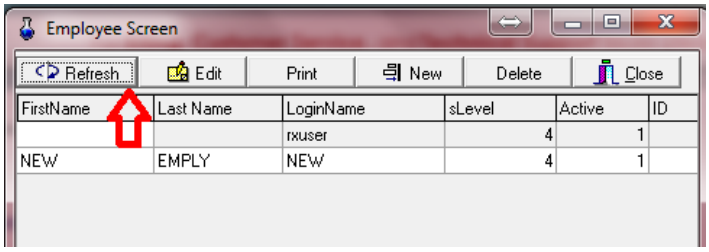


2.1 **Security Level definitions**

0-Driver	Security Level 0 only has access to Digital RX Deliveries module. This level of security is not authorized to access several Digital Rx features. Very limited access.
1-Clerk	Security Level 1 has access to Digital Rx FILL RX screen for prescription data entry and claim adjudication. This level of security is not authorized to reverse prescriptions and does not have access to additional Digital RX modules.
2- Tech	Security Level 2 has access to Digital Rx FILL RX screen for prescription dispensing. Technicians can reverse a prescription however this level of security cannot reverse RXs that have been marked as DELIVERED. Level 2 security level has limited access to reports and not authorized to access Digital RX System Configuration.
3-Pharmacist	Security Level 3 has full access to Digital RX FILL RX screen for prescription dispensing and Digital Rx System Configuration. This level of security is not authorized to access Digital RX Financial Reports due to relief RPh.
4-Admin	Security Level 4 has full access to Digital RX features.
5	Security Level 5 allows you to modify an existing doctor record ONLY. This level of security is not authorized to access several Digital Rx features. Very limited access.

Click **Refresh** to view the new account added to System Users.

***Restart DigitalRX.exe to login with your new account login. ***



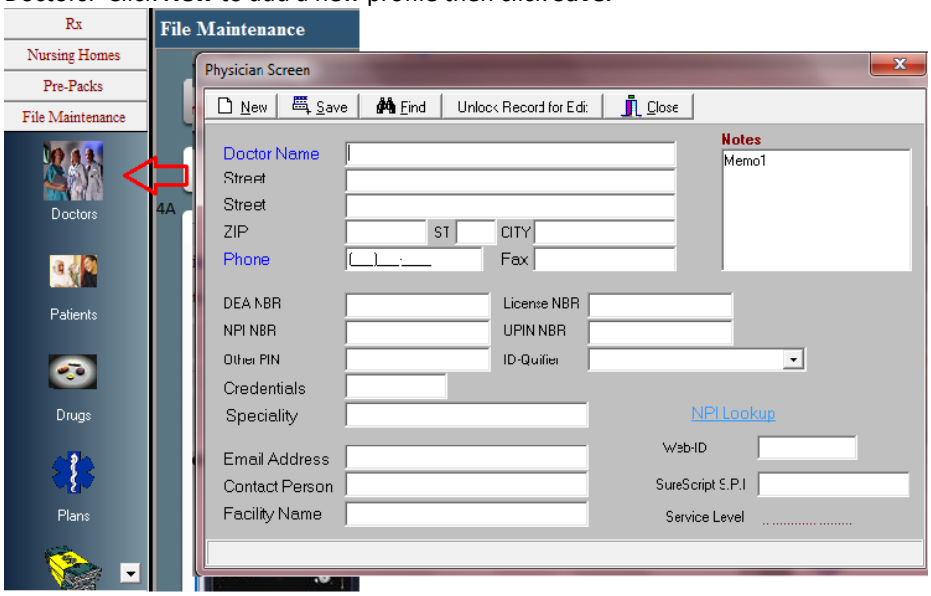
3.0 Digital RX HOME PAGE

3.1 **Contact Billing, Customer Service and Technical Support** phone number (Image 3A)
3.2 Connect to support using **Online Chat Service** (Image 3B)
3.3 Connect DBS Customer Service Rep to your local computer using **Remote Connection** (Image 3C)
3.4 Keep updated with Pharmacy System **Announcement** (Image 3D)
3.5 Training link provides access to several **Training DEMO** videos for feature functionality (Image 3E)
3.6 Below **Resources** section are links to resourceful references (Image 3F)
3.7 **Left Menu Bar** navigates through the modules and features of Digital Pharmacy Management System (Image 3G)

4.0 File Maintenance

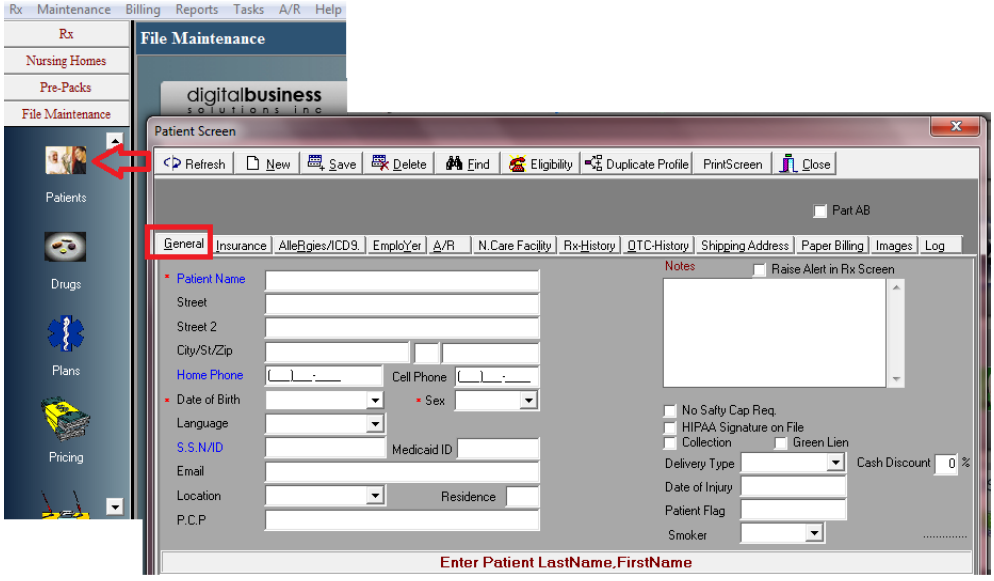
4.1 Left Menu Bar> File Maintenance >**Doctors**

icon> Create new profile. **Find** will locate existing Doctors. Click **New** to add a new profile then click **Save.**

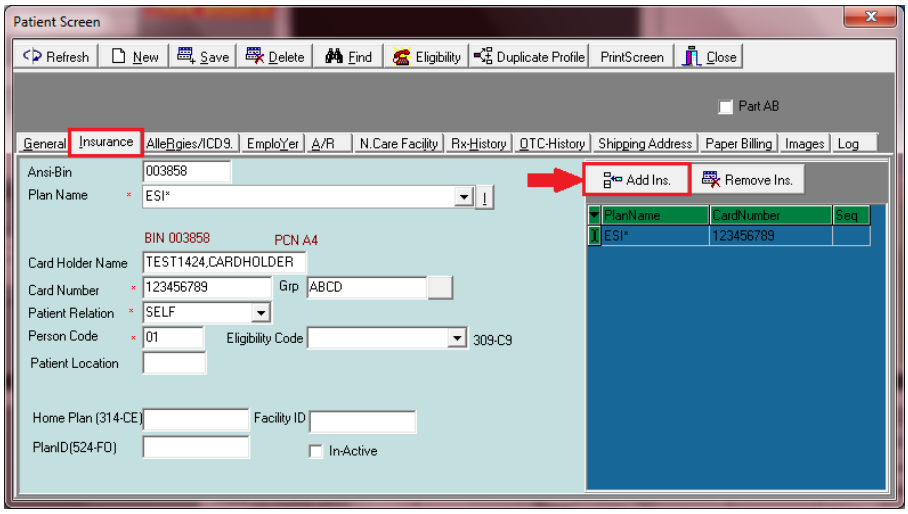


4.2 Left Menu Bar> File Maintenance>**Patients**

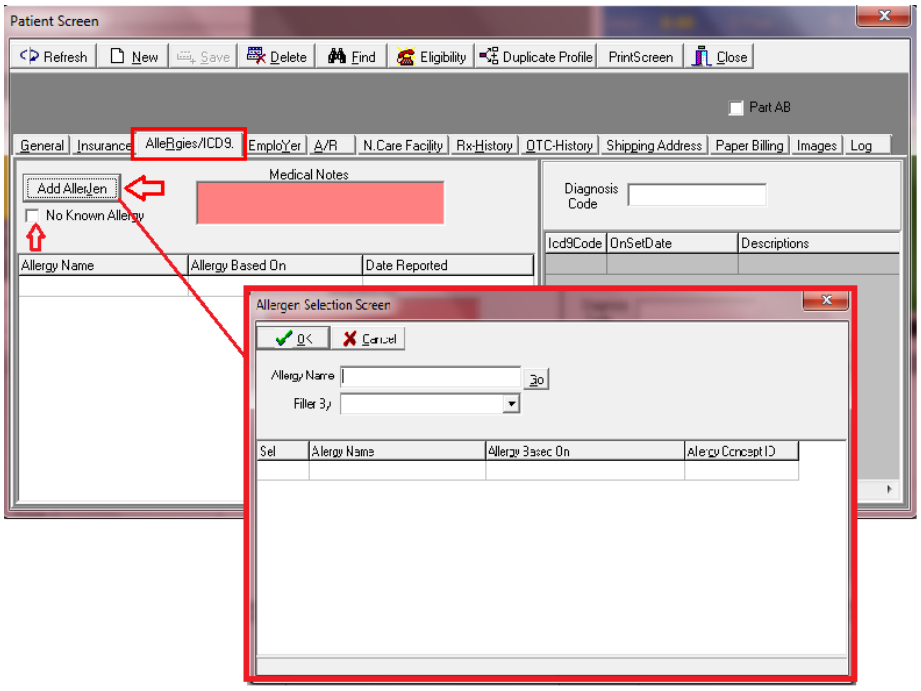
icon>**General** tab. Enter the patient demographic and review the additional options. To default the patients language, select **Language** options.

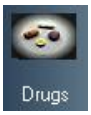


4.2a) Patient Screen (F2)> **Insurance** tab> Search by Plan Ansi-Bin or Plan Name > Enter Cardholder Name; Card Number; Group Number (If needed): Patient Relation: Person Code. Click **Add Ins.** to add multiple insurance payers to the patient profile. (Review section 4.4 to add insurance plan)

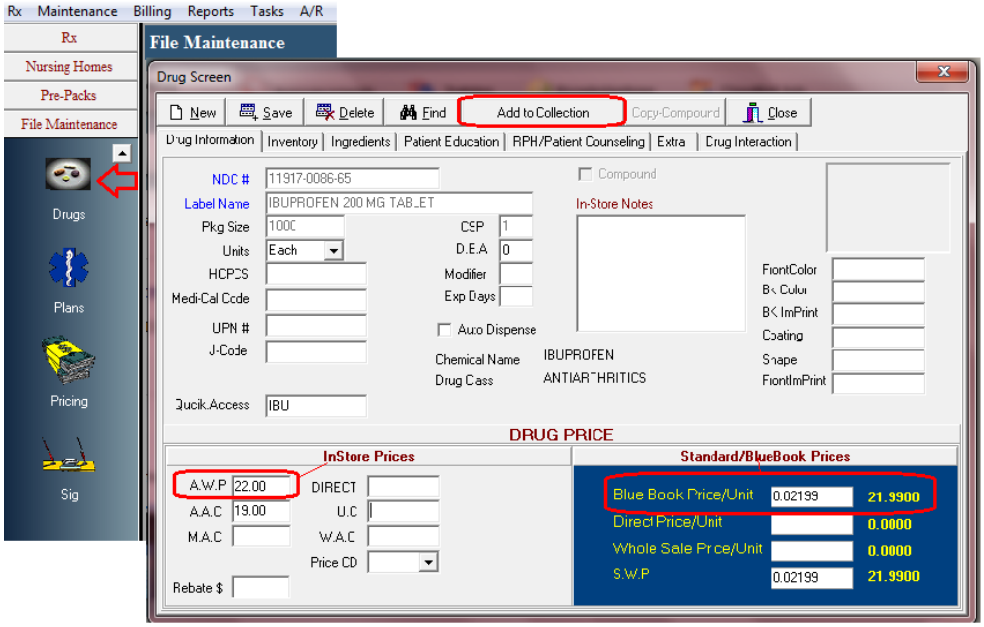


4.2b) Patient Screen (F2)> **AlleRgies/ICD9** tab>Add Allergen > Enter Allergy Name> Press **GO** for Allergy List > or check **No Known Allergy** if the patient does not have allergies.



4.3 Left Menu Bar> File Maintenance> **Drugs** 

icon> **FIND** or **Create New Drug Screen**

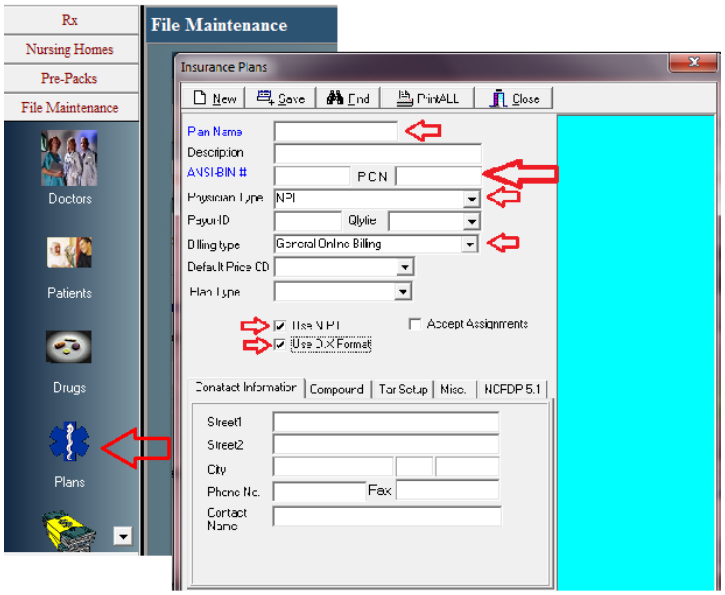


Mandatory Fields for Drug Record	
	11 digit Drug NDC
	Drug Label Name
	Package Size
	Drug Units
	In-Store AWP, AAC, etc.

4.3a) **Add to Collect** = Add drug record to the pharmacy system local drug inventory list. **(Recommended)**
4.3b) **Standard/Blue Book Prices** = Drug AWP updated weekly provided by First Data Bank.
4.3c) **In-Store Prices** = Enter drug prices manually or update automatically by drug wholesaler (See Inventory Wholesaler Update in **section 23.1**)
*****Setting your pricing table will determine the basis of cost. Claim adjudication will submit the highest Cost Basis Determination for the drug amount between Drug Standard/Blue Book Prices vs. In-Store Prices.*****
4.3d) **Quick Access** = Allow you to create a short key to find the Drug. **Cannot use for compound drug records.**
4.3e) **Auto Dispense**= If this option is checked on in the drug record it will highlight this NDC for Auto Dispense.

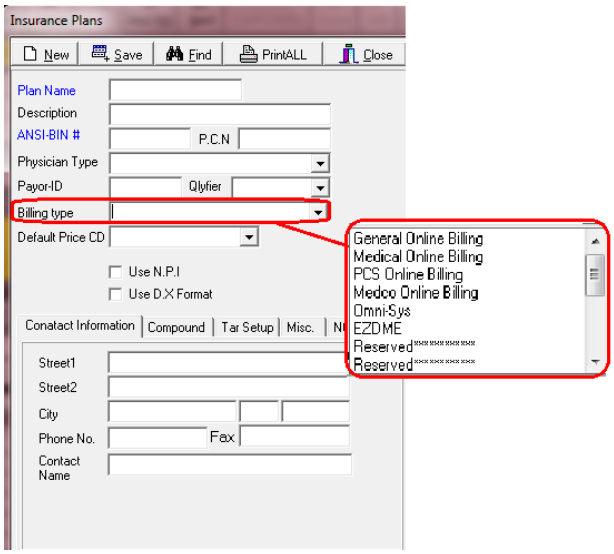
4.4 Left Menu Bar> File Maintenance> **Plans**

icon>New Insurance Plan > or click **Find** to locate existing plan (Search by Plan Name or Ansi-Bin). **Note: It is crucial to match 3rd party payer plan by Ansi-Bin/Processor Control Number (PCN) for the best results. Searching by 3rd party payer name is not as accurate as locating the plan by Ansi-Bin/PCN.**



New Insurance Plan required fields	
	Plan Name
	Ansi-Bin (6 digits)
	Processor Control Number (P.C.N) if required
	Physician Type (Default =NPI)
	Billing Type (Please see Software Certification 4.4.2)
	Use NPI (Default = Checked ON to submit pharmacy NPI for online rx billing)
	Use D.X Format = to support NCPDP version D.0 online RX billing

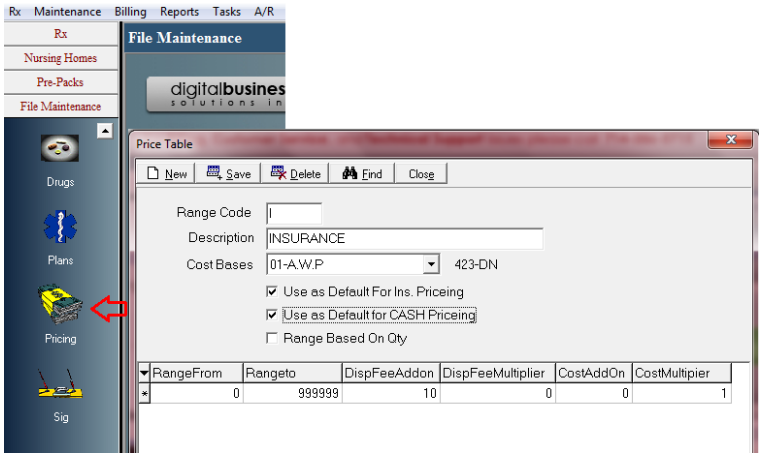
4.4a**) Software Certification ID** is required for certain 3rd party Insurances for online Rx billing. Use the appropriate **"Billing Type**" for online Rx billing.



All Other 3rd Party Payers	General Online Billing
Medi-Cal	Medi-Cal Online Billing
Caremark CVS/PSC	PSC Online Billing
Medco	Medco Online Billing
Omni-Sys	Omni-Sys Online Billing
EZDME	EZDME Online Billing
*Other remaining options for paper billing	

4.5 Left Menu Bar> File Maintenance> **Pricing**

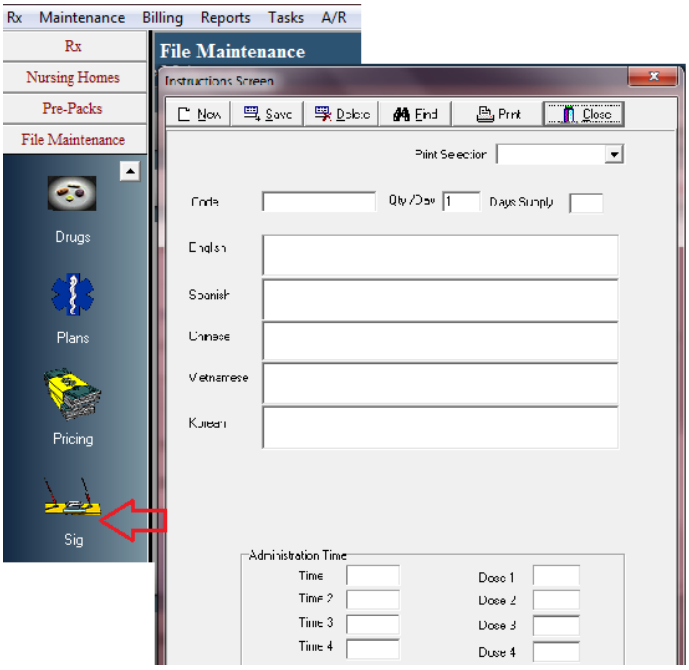
icon> **New Price Table** > click **Find** to location an existing pricing table. [Restart Digital Rx to use New Price Table.]



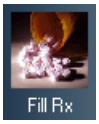
Price Table Definitions	
Range Code	Unique Code ID for Pricing Table (4 char. Max)
Description	Pricing Table description (Optional)
Cost Basis Determination	Type of price value determined for retail billing: AWP; AAC; Direct; U&C; etc. (Required)
Use as Default for Ins. Pricing	Check ON/OFF to default specified Price Table to all Online billing RXs. (Optional)
Use as Default for CASH Pricing	Check ON/OFF to default specified Price Table to all CASH RXs. (Optional)
Ranged based on Qty.	Check ON=Use to base price table range on Drug Qty. Check OFF=Use to base price table range on Cost Basis. (Optional)
Range From	Select range beginning Amount/Qty. (Required)
Range To	Select range ending Amount/Qty. (Required)
Disp. Fee AddOn **(Must use Disp Fee AddOn and/or Disp.Fee Multiplier options to complete price table.)**	Dispensing Fee AddOn is a **flat rate amount** added onto the price table. **(Optional)**
Disp. Fee Multiplier **(Must use Disp Fee AddOn and/or Disp.Fee Multiplier options to complete price table.)**	Dispensing Fee Multiplier is a **percentage fee** added onto the price table. (Enter in decimal format) **(Optional)**
Cost AddOn **(Must use Cost AddOn and/or Cost Multiplier options to complete price table.)**	Drug Cost AddOn is a **flat rate amount** added onto the price table. **(Optional)**
Cost Multiplier **(Must use Cost AddOn and/or Cost Multiplier options to complete price table.)**	Drug Cost Multiplier is a **percentage fee** added onto the price table. (Enter in decimal format) **(Optional)**

4.6 Left Menu Bar> File Maintenance> **Sig**

icon> **New Instruction Screen** > click **Find** to location existing sig code. Click **Print** to preview full Sig code library. Printing Full Sig Codes library not recommended. Over 200 Pgs.



5.0 Fill RX Dashboard, Icons, Function Keys

5.1 Digital Rx Home Page > Left Menu Bar> **Fill Rx** 

icon.

5.2 Fill Rx Screen Dashboard

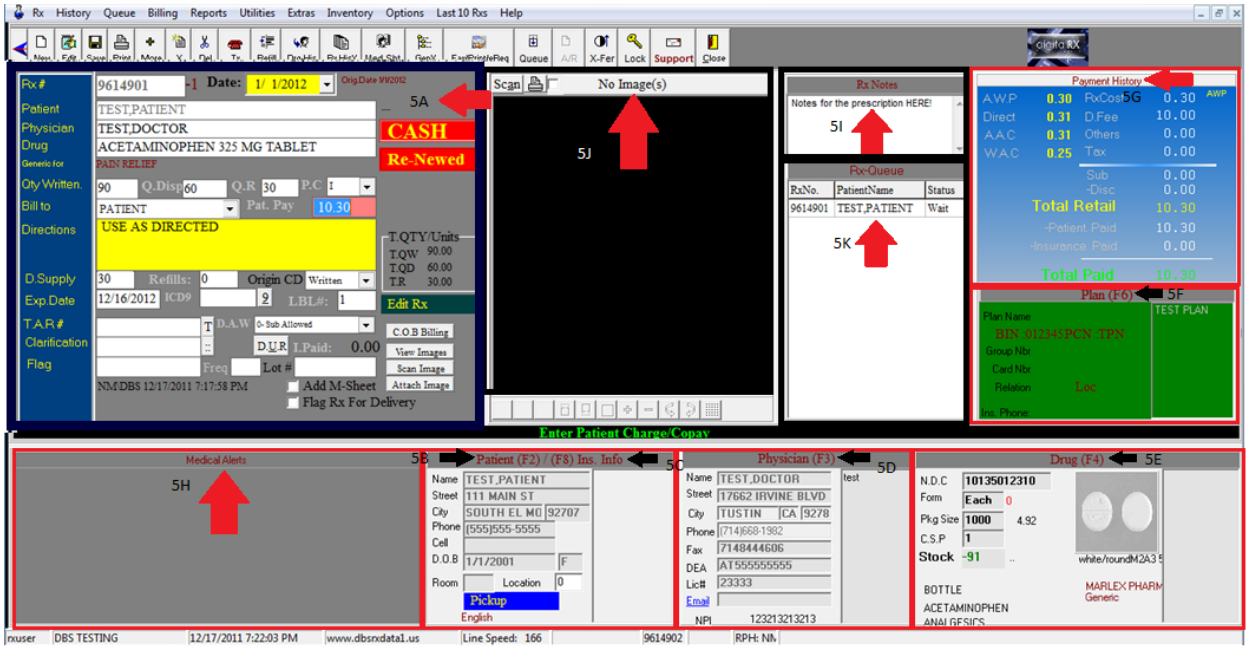
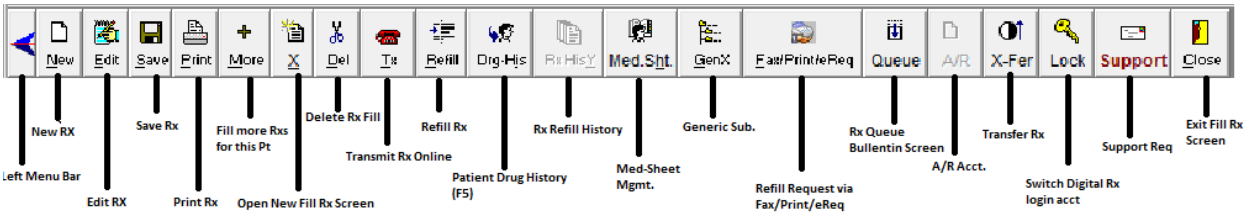


Image	Title	Description
Image 5A	Prescription Fill Screen	Prescription Adjudication Screen
Image 5B	Patient Information (F2)	Short Key (F2) or Use cursor to double click on **Patient (F2)** title .
Image 5C	Patient Ins Info (F8)	Short Key (F8) or Use cursor to double click on **Ins. Info (F8)** title.
Image 5D	Physician (F3)	Short Key (F3) or Use cursor to double click on **Physician (F3)** title.
Image 5E	Drug (F4)	Short Key (F4) or use cursor to double click on **Drug (F4)** title.
Image 5F	Plan (F6)	Short Key (F6) or User cursor to double click on **Plan (F6)** title.
Image 5G	Payment History	**Payment History** displays the drug cost pricing calculator to view patient copayment and insurance paid response. Double click on Payment History Screen (blue area) to display online claim transmission history.
Image 5H	Medical Alerts	Medical drug interaction screen. Interaction color alert notification.
Image 5I	Prescription Rx Note	Save a message to RX number.
Image 5J	Rx Image Screen	Attach prescription hard copy image to Rx number feature. (Hardware required. Sold Separately)
Image 5K	Rx Queue	**RX Queue** to save Rx number to bulletin.

5.3 Fill Rx Screen Toolbar Icons



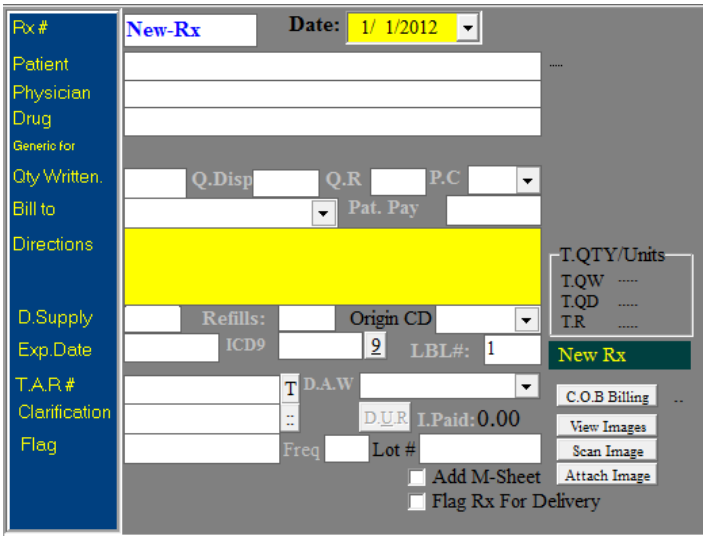
5.4 Digital RX Function Keys

F2	F3	F4	F5	F6	F8	F10	F11	F12
Patient Screen	Physician Screen	Drug Screen	Patient Rx History	Ins. Plan	Patient Ins. Info.	Online Transmission	Instruction Screen (SIG CODE)	Print Label

CTRL + A	ATTACH TO A/R	CTRL + M	FIND SIMILAR DRUG PAID	CTRL + T	ADD RX TO MED-SHEET
CTRL + E	PRINT PATIENT EDUCATION	CTRL + N	RE-NEW	CRTL + S	REVERSE RX
CTRL + G	GENERATE ORDER REPORT	CTRL + O	FLAG RX AS FILE ONLY	CRTL + W	RXDATE WRITTEN
CTRL + J	DATE OF INJURY	CRTL + R	DAILY REPORT	CTRL + ALT + D	SEND TO DISPENSER

Watch Digital RX Training Demo # 11 – CTRL and F Key shortcuts overview

6.0 How to fill/refill a prescription

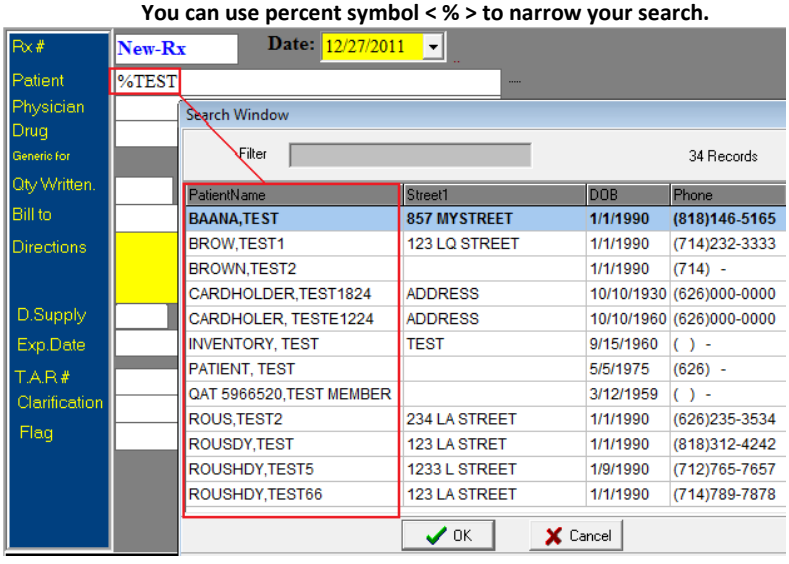


6.0a) **Rx Number** will automatically generate when the RX has been adjudicated to the 3rd party payer or printing a label for CASH billing. The RX number will be assigned when the Rx is saved.

6.0b) **RX Date Written** is defaulted to the date the RX has been filled. If the Date of Service is different from the date written go to **EXTRAS> RX DATE WRITTEN (Short Key Ctrl + W)**.

6.1 Enter the **Patient Name**. (Add new patient see **section 4.2**)
You can search patient by **LastName,FirstName; DOB (MMDDYYY); Phone number (999)999-9999.**

You can use percent symbol < % > to narrow your search.



6.2 Enter the **Physician Name**. (Add a new physician see **section 4.1**)
You can search physician by **LastName,FirstName or DEA.**

6.3 Enter the **Drug**. You can search the drug by Name or NDC.

To search Master Drug File	Enter **#** then Drug Name
To search Compound Drugs	Enter **.** then Drug Name
To search using Quick Access Code	Enter * then Quick Access Code

6.3a) Use function key **F7** to check for generic substitution. For automatic generic check go to FILL RX SCREEN> OPTIONS> SYSTEM CONFIGRATION> OTHERS.

6.3b) Enter the quantity amount the physician prescribes in the **Qty Written** field.

6.3c) Enter the quantity dispensed in the **Q.Disp** field.

6.3d) Quantity Remaining (**Q.R**) is auto populate if Qty Written is different from Q.Disp. The drug quantity will deduct from the Q.R. before use of available refills.

6.3e) Enter your sig codes in the **Directions** field. Right click on Direction section to switch languages. To edit your sig directions use function Key (F11) to launch the Instruction Screen. To default the patient direction language to the patients profile see **section 4.2**

6.3f) Enter the prescription day supply in the **D.Supply** field.

6.3g) Enter the number of refill(s) in the **Refills** field.

6.3h) Select the **Origin Code** of how the prescription was received to your pharmacy.

01	Written	Walk-In/Mailed RX
02	Telephone	Telephoned in RX
03	Electronic	eScript RX via Sure Scripts
04	Fax	Faxed-In RX
05	Pharmacy	Re-Newed RX

6.3j) Enter drug discard date in **Exp.Date**.

6.3k) Enter prescription diagnosis code into the **ICD9** field. (Optional)

6.3l) LBL#: represents the # of labels requested to print.

6.3m) **Prescription Override Fields**

T.A.R # (Treatment Authorization Request)	Enter Medi-Cal Tar number in T.A.R field, or use for Prior Authorization # overrides.
D.A.W (Dispense As Written)	Select appropriate DAW
Clarification (Submission Clarification)	Enter Submission Clarification if necessary
D.U.R (Drug Utilization Review)	Select D.U.R codes upon rejected message

6.4 **Bill to** represents the method of billing. Select your patient insurance plan or select **PATIENT** for cash billing.

6.4a) **P.C** represents the price code formula used with this prescription.

6.4b) **Pat Pay** will auto populate with the patients copay amount.

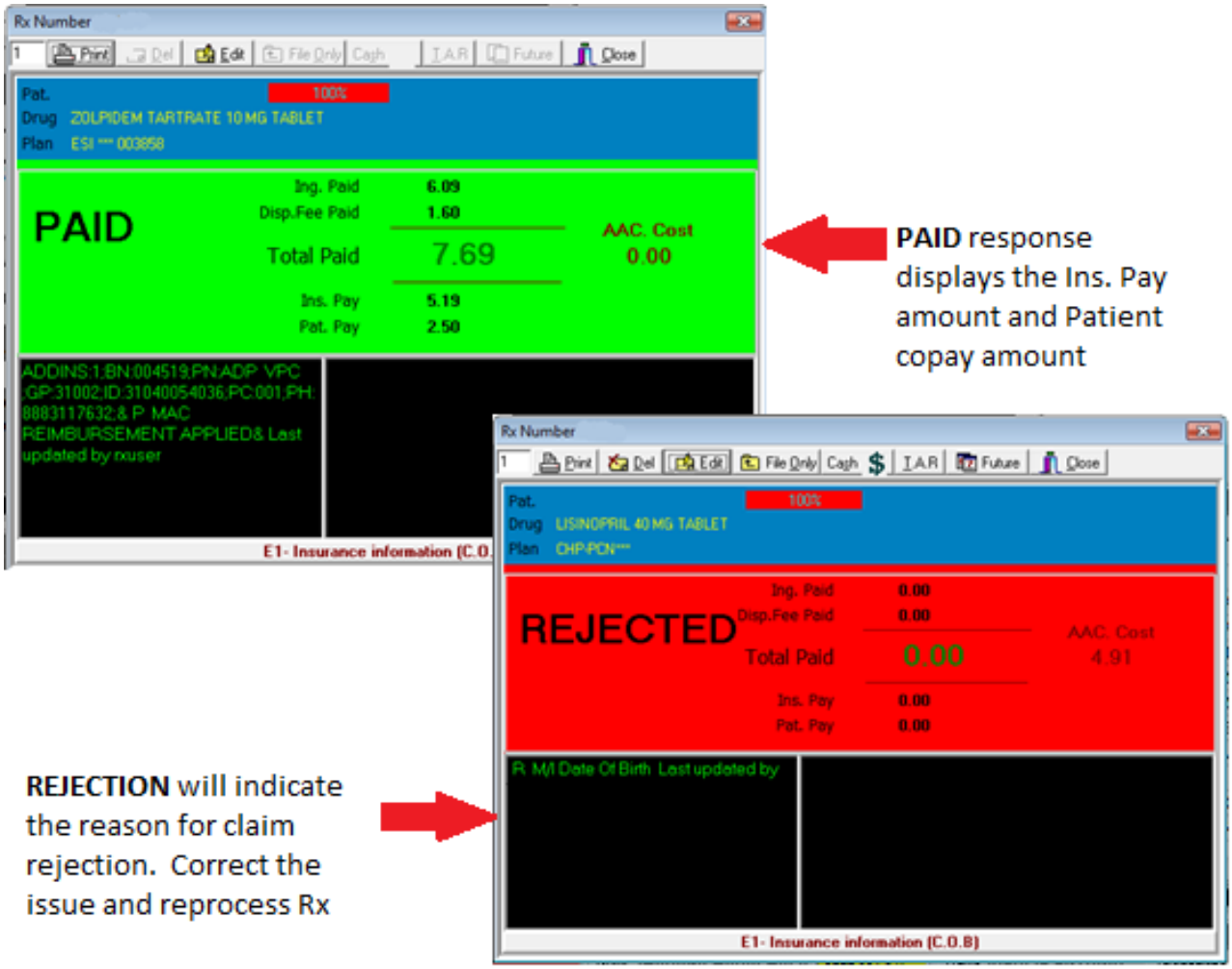
6.5 To **refill** a RX number click the

icon and notice the date of service changes to the today's date. It is important to verify the Qty Dispense before billing the RX. **Note: You cannot edit a refilled prescriptions Patient Name; Physician Name; Drug NDC. Renew the Rx to change drug to generic equilance.**

6.6 Claim Transmission/Cash RX

6.6a) To transmit a RX online to the 3rd party ins press the

icon or function key **(F10)**.



6.6b) For **Cash RXs** verify the Pat Pay amount then press the

icon or press function key **(F12)**. **Watch Digital RX Training Demo # 2- How to Fill a Prescription & # 3 – How to Re-fill a prescription.**

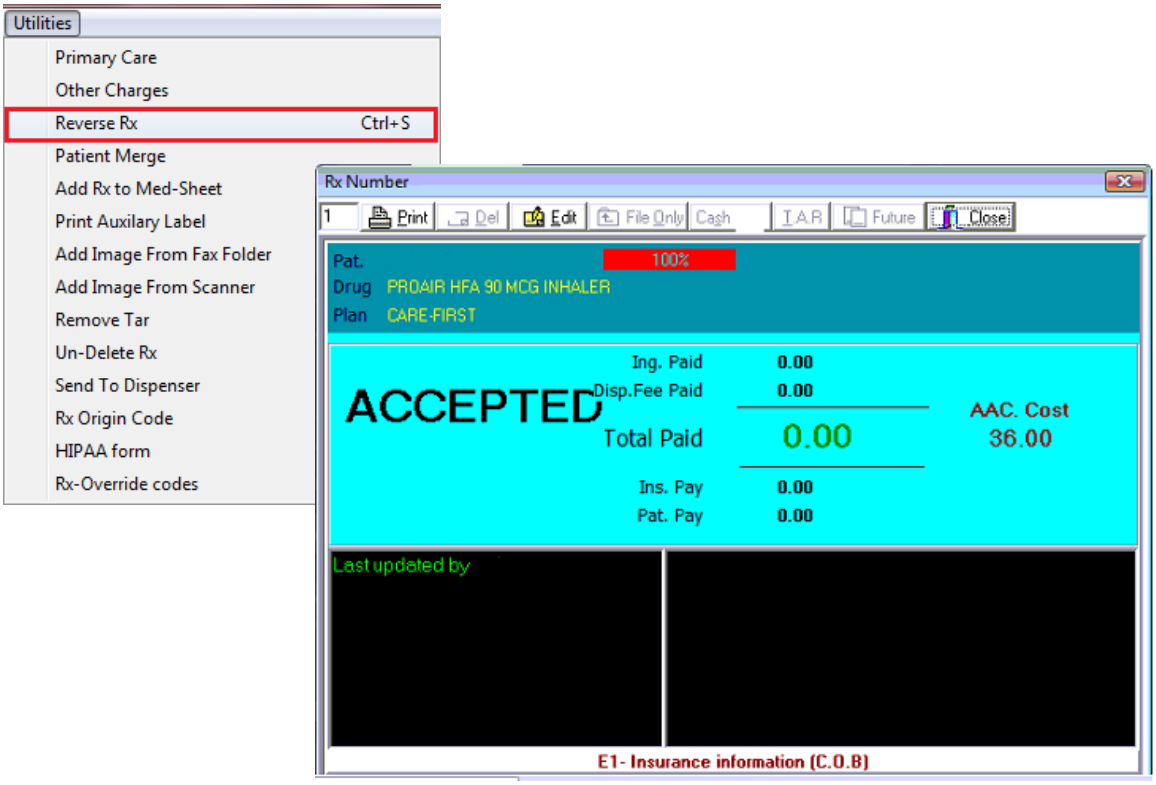
7.0 How to Edit/Reverse/Delete a Prescription

7.1 Click on the

icon to **Edit** the Rx.

7.2 How to **Reverse** a prescription

7.2a) Enter the RX number > Edit > Utilities >**Reverse RX** or use short key **CTRL + S**

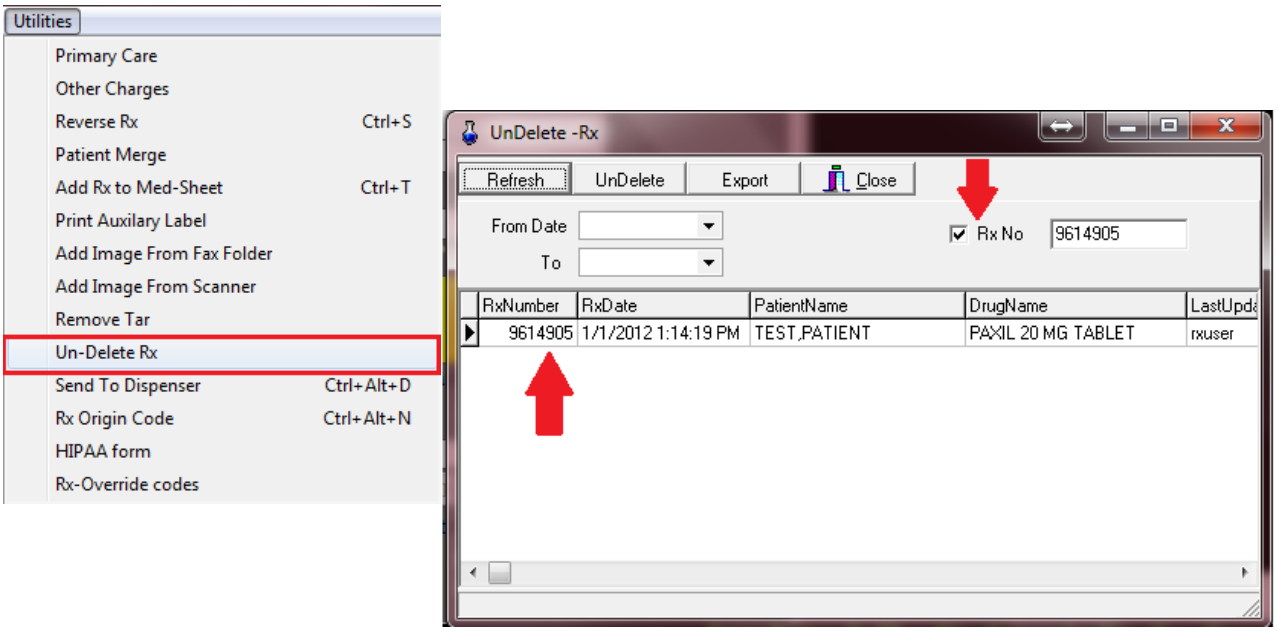


7.3 How to **Delete/Un-Delete** a Prescription

7.3a) To **delete** the original RX or remove a refill enter the RX Number > click on the

icon or enter RX Number > RX> Delete. **Note: You can also <u>Delete</u> the RX immediately after the claim reversal has been accepted by clicking on the DEL option in the claim reversal screen as shown above.**

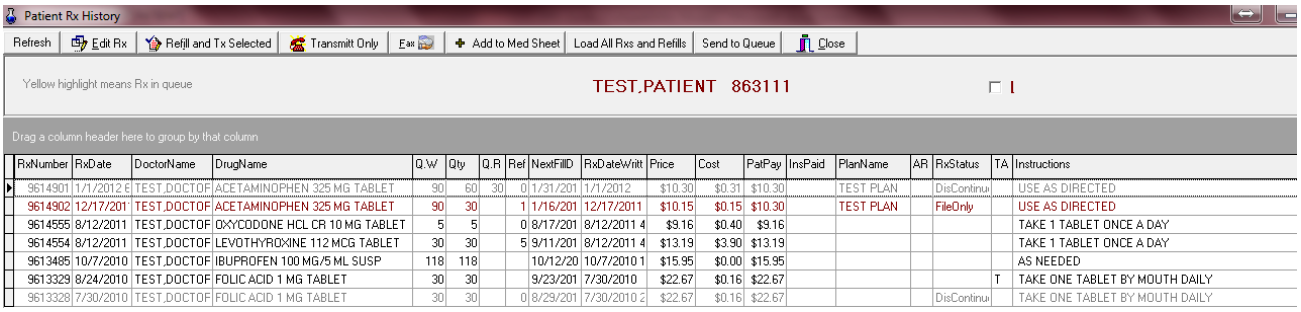
7.3b) To **Un-Delete** a prescription click on UTILITES> UN-DELETE RX> Enter the RX number or a date range> REFRESH> Select desired RX> UNDELETE. **Watch Digital RX Training Demo #10 – How to Un-Delete Patient Profile.**



8.0 How to view Patient Drug History/Rx History

8.1 Click on Drug History

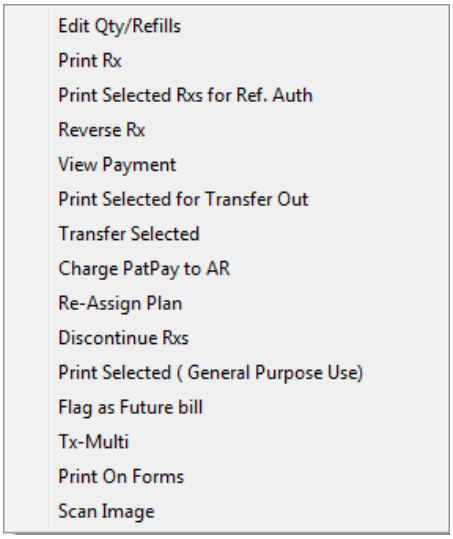
icon or press function key **(F5)** to view the patients drug history. The Patient RX History displays the last fills for each Rx number and provides you options to manage the patients prescriptions.



8.1a) Patient **RX History Toolbar** definitions

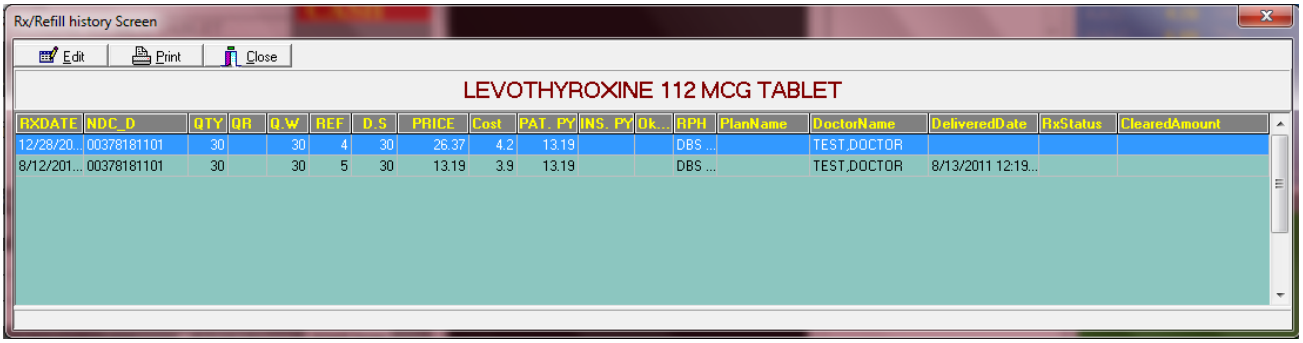
Edit RX	Quick access to edit the selected RX.
Refill and Tx Selected	You can group multiple Rxs to refill and transmit claim online
Transmit Only	Transmits the Rx online without printing Rx labels.
Fax	Fax Refill Request for selected Rxs using Digital RX automatic fax server services.
Add to Med Sheet	Quick way to add multiple Rxs to patient Medication Sheet (Routine Meds)
Load All Rxs and Refills	This option will display dates for refilled Rxs.
Save to Queue	Add Rx to Rx Queue bulletin board.
Close	Close Patient RX History Screen

8.1b) Additional options when you **right click** in Patient RX History Screen as shown in the image to the right.



8.2 RX History

icon allows you to view the refill history for the RX Number.

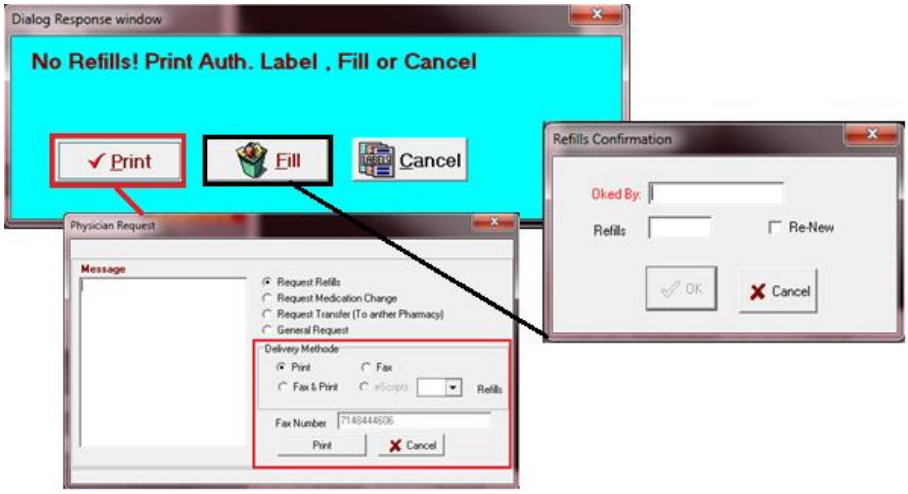


9.0 Refill Authorization Request/ OK BY

9.1 When the RX is out of refills you have several options to submit the Refill Authorization Request.

9.1a) If your RX is out of refills, you can edit the RX then click on the

icon to get the Refill Authorization Request dialog prompt as shown below. By clicking PRINT, the Physician Request screen provides you options for the Refill Authorization Request delivery method. Or you can continue to fill and ok refill(s) by prescribed physician refill confirmation screen.



9.1b) By clicking on the

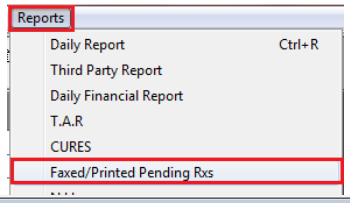
icon it can provide you quick access the Physician Request screen.

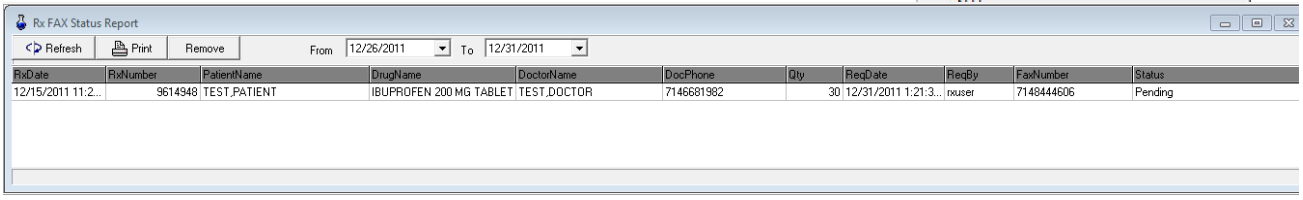
9.1c) To enter OKBY ONLY. FILL RX > EXTRAS > **OK BY**.

NOTE: Digital RX uses the highest level of encryption technology for using fax server when sending Refill Authorization Request.

9.2 How to check the status of pending Refill Auth. Request via fax.

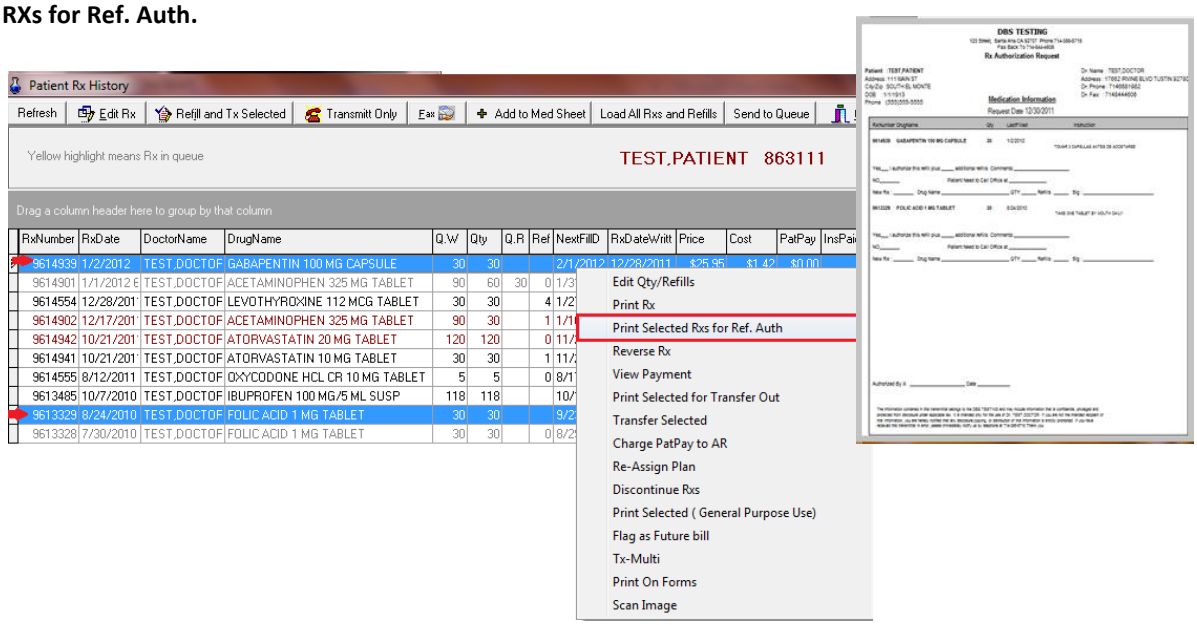
9.2a) Fill RX screen > Reports > Faxed/Printed Pending RXs





9.3 To request multiple RXs for Refill Authorization Request.

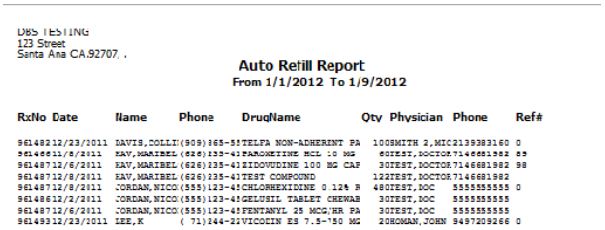
Patient Drug History Screen (F5)> select the RXs for request> right click for more options> Print Selected RXs for Ref. Auth.

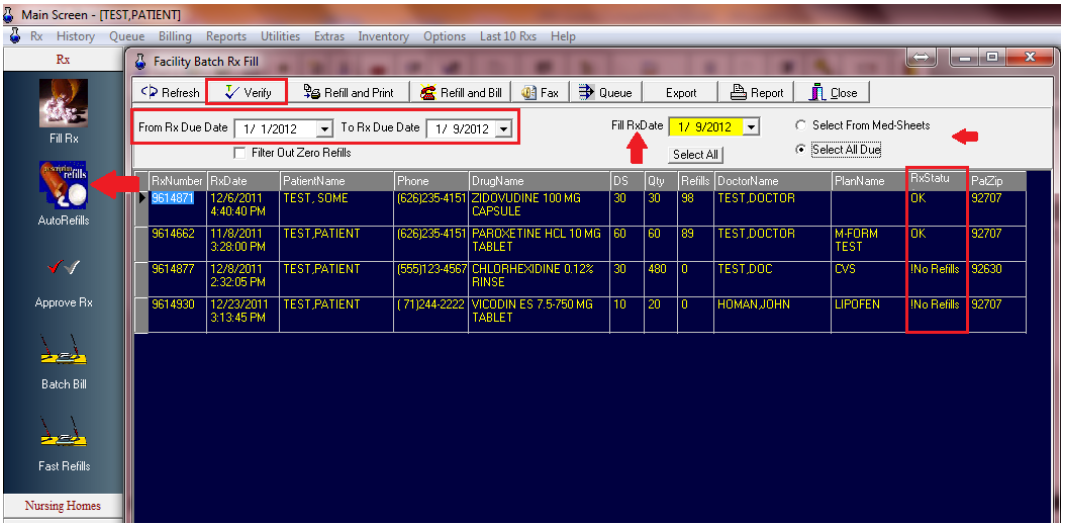


10.0 Auto Refill Reminder

10.1 Digital RX Home Page > Left Menu Bar > RX >

icon.

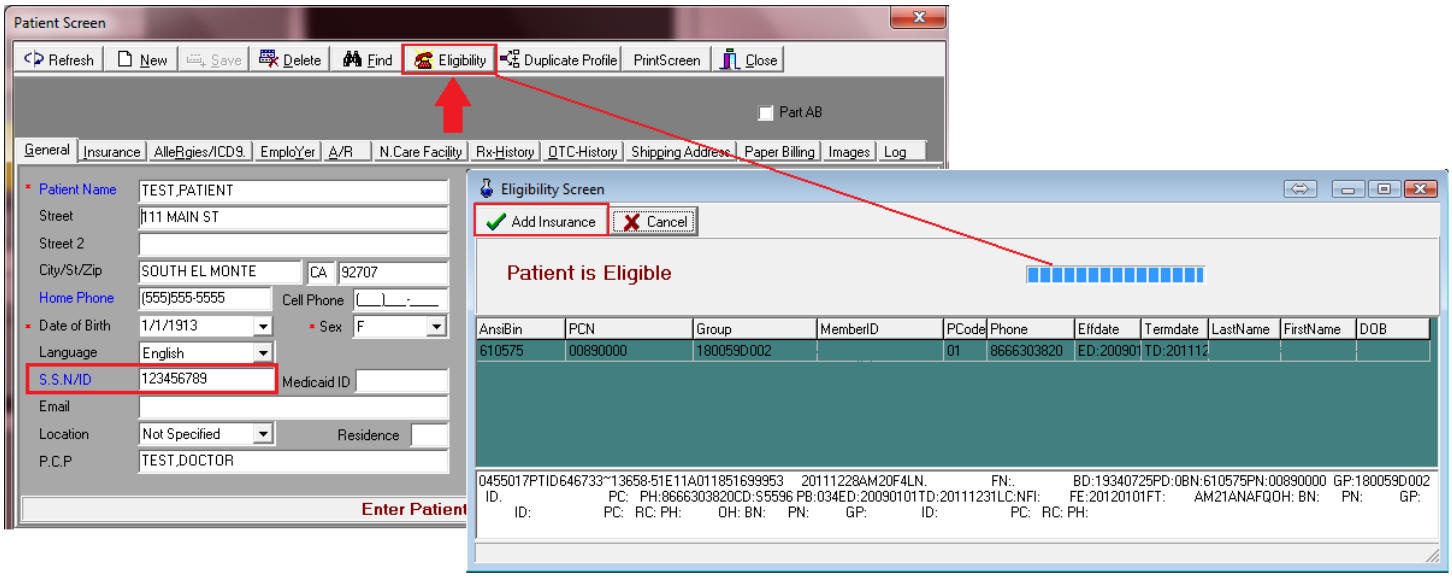




10.1a) Enter the From Rx Due Date & To Rx Due Date > select the Fill Rx Date > pick from Select From Med Sheets or Select All Due> Refresh> click **Verify** to check the current Rx Status. Rx Numbers with Rx Status of "OK" have the option to **Refill and Bill** to adjudicate prescription online to the 3rd party payer. Rx Numbers with Rx Status "No Refills" click **Fax** to submit an automatic Refill Authorization Request using Digital RX fax server. Click **Report** to print out a refill reminder list.

11.0 Verify Medicare Part D Coverage

11.1 To check patient Medicare Part D coverage go to Patient Screen (F2) > Click **Eligibility**> Click Add Insurance to add plan to the patient profile. **IMPORTANT: Patient information must match Social Security Office. Effective Jan 2011, the patient SSN number is required to check eligibility. For more information please call Medicare at 800-633-4227.**



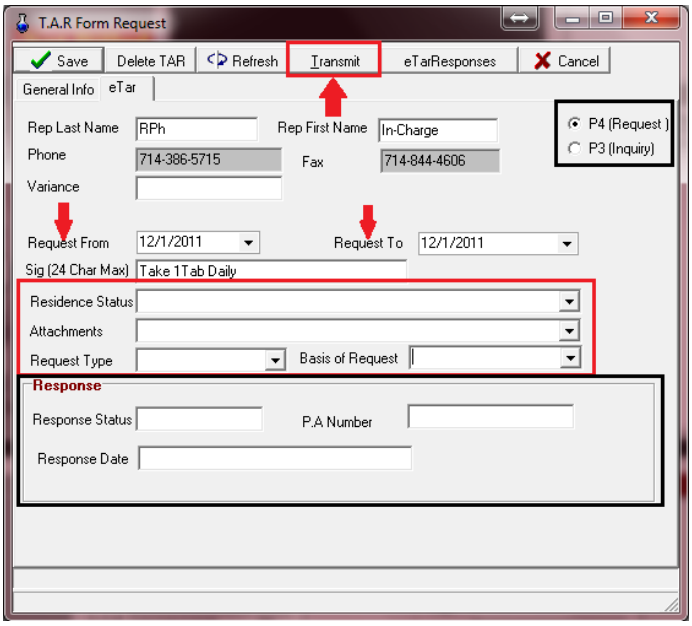
12.0 How to submit eTAR Prescription

12.1 Preparing your eTAR Request

12.1a) Edit the Rx Number> verify the prescription information & billing information > enter number of refills and prescription Diagnosis Code ICD9> select Clarification Code 2 = Other Override > click on T icon to complete eTAR Request.

Note: Select the Patient Location found in the Patient Profile (F2).

12.1b) Complete the **T.A.R. Form Request** screen as shown below. Click **P4** to transmit eTAR Request. Click **P3** to inquire on the status of your eTAR approval.



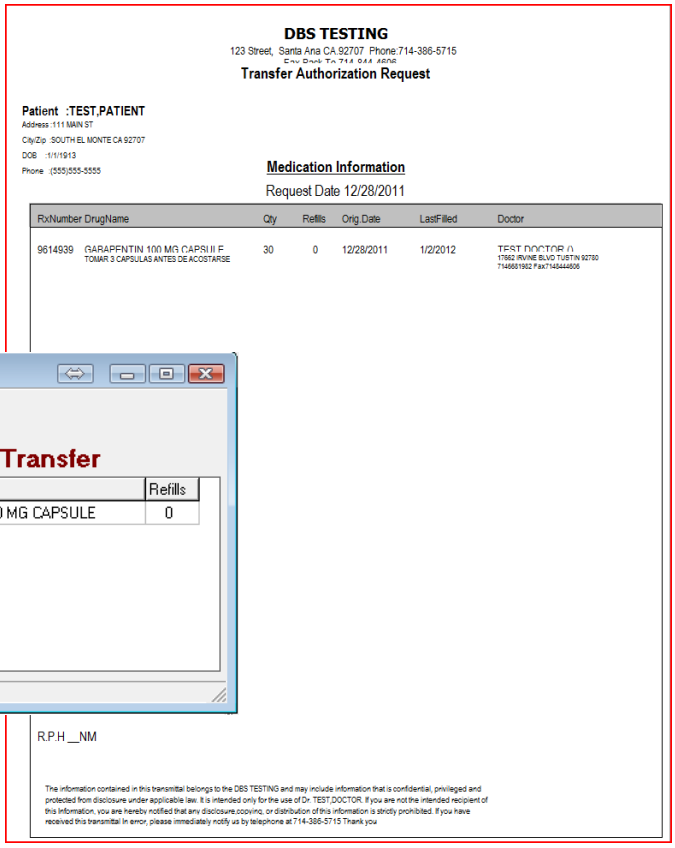
Mandatory fields for T.A.R Form Request	
Rep Name (Required)	Person requesting T.A.R.
Phone (Required)	The pharmacy phone and fax number are defaulted into T.A.R Request form.
Variance (Optional)	
Request From (Required)	Request From Date will be the prescription Date-of-Service.
Request To (Required)	Request To Date is 365 days from prescription Date-of-Service.
Sig Direction (Required)	Enter directions of prescription. **(24 characters maximum)**
Resident Status (Required)	Select the patients Resident Status.
Attachments (Required)	Select option 2=I will not submit attachments.
Request Type (Required)	Select the reason for T.A.R request.
Basis of Request (Required)	Select the basis of request for T.A.R
P4 (Request)	Use option P4 to request T.A.R request.
P3 (Inquiry)	Use option P3 to verify the status of the T.A.R request. P3 Inquiry response will be available 24 hours from P4 Request.
Response Status	Indicate the response status from 3rd party payer.
P.A. Number	A Prior Authorization number will be assigned upon a successful T.A.R request.
Response Date	Response Date is a timestamp of the date during the T.A.R request.

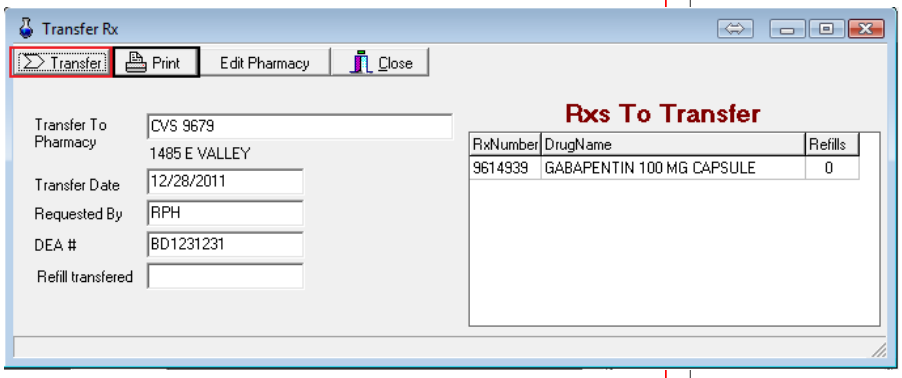
12.1c) **Watch the DigitalRX Training Demo #15 – How to Process eTar**.

13.0 How to Transfer RX

Click on the

icon to transfer the RX selected. To transfer multiple RXs for a single patient go to the Patient History (F5)> highlight all Rxs for transfer > Right click for more options > click **PRINT SELECTED RX FOR TRANSFER OUT.**

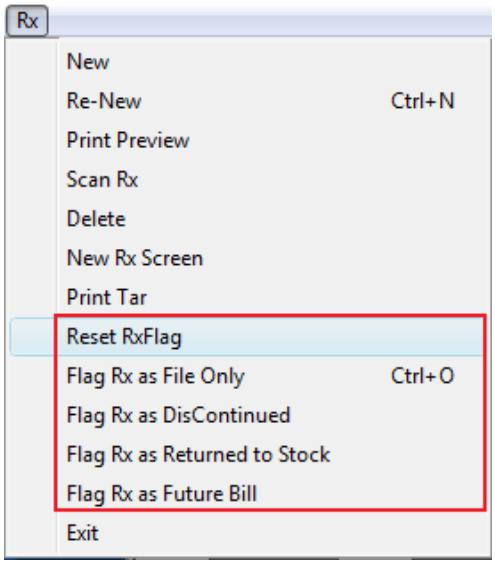




14.0 RX Flag Status

FILL RX SCREEN > RX > Select the RX Status

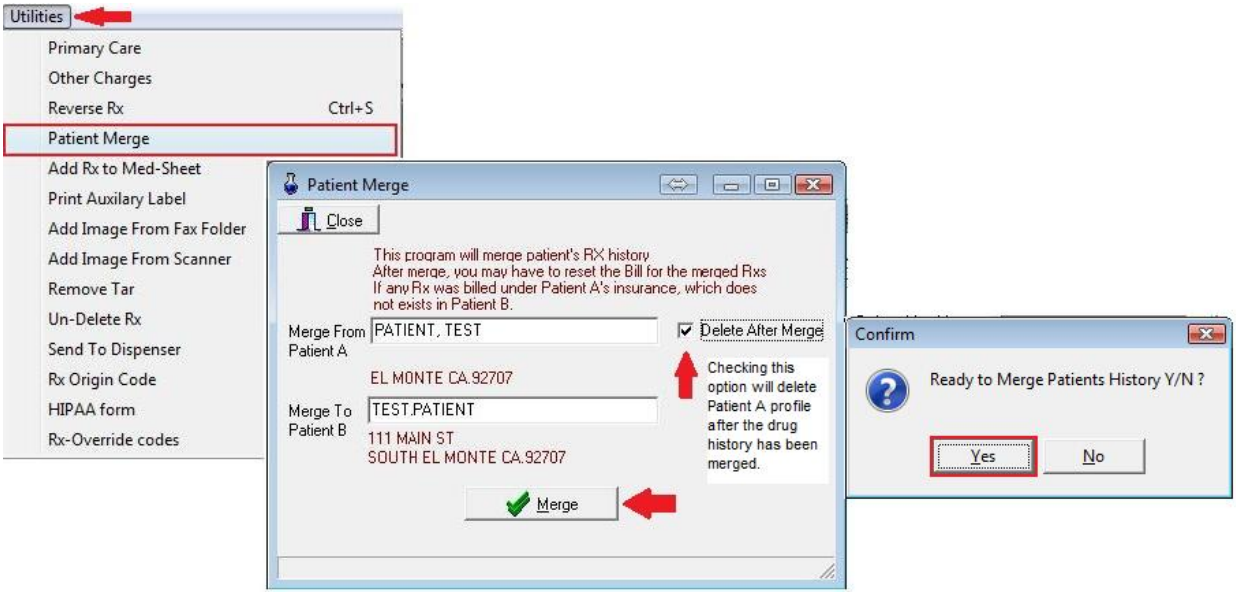
Reset Rx Flag allows you to remove the current RX Flag



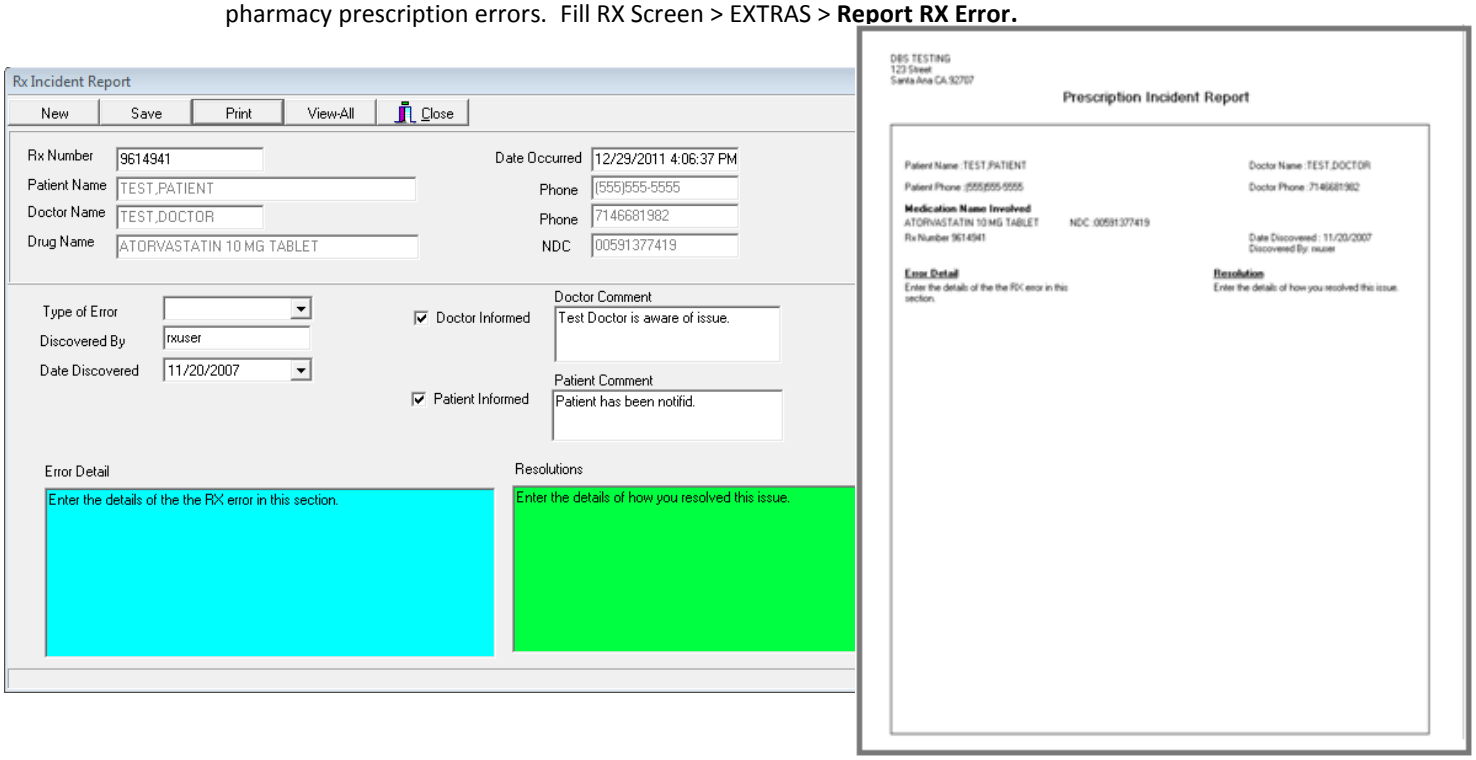
****Future Bill allows you to prepare the RX for a future date of service. To view all Future Bill RXs use the Batch Bill Report in section 20.4****

15.0 Additional RX Features

15.1 **Patient Merge** allows you to merge a patient's drug history into another patient profile.
Fill Rx Screen > Utilities > Patient Merge. **Watch Digital RX Training Demo #8 How to merge patient profile.**



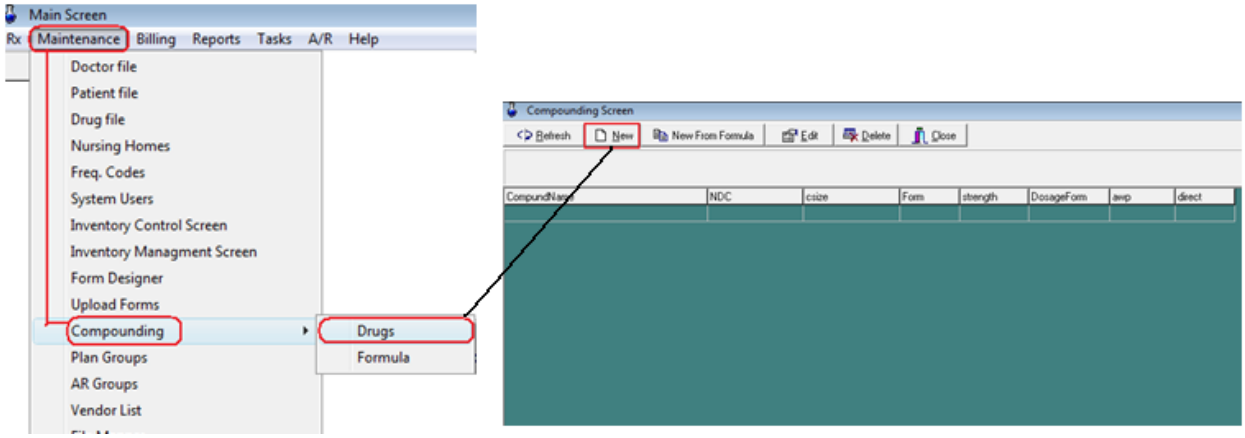
15.2 Complete the **RX Incident Report** whenever there is an incident involving a prescription error. This report should be completed for incorrect drug, wrong strength, wrong directions or other incidents related to alleged pharmacy prescription errors. Fill RX Screen > EXTRAS > **Report RX Error.**



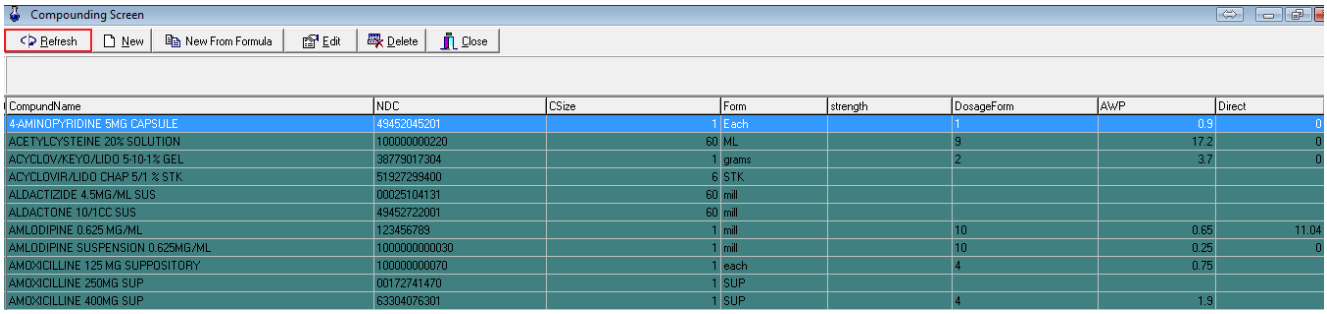
16.0 Compound Medications

16.1 How to create a Compound Drug Record

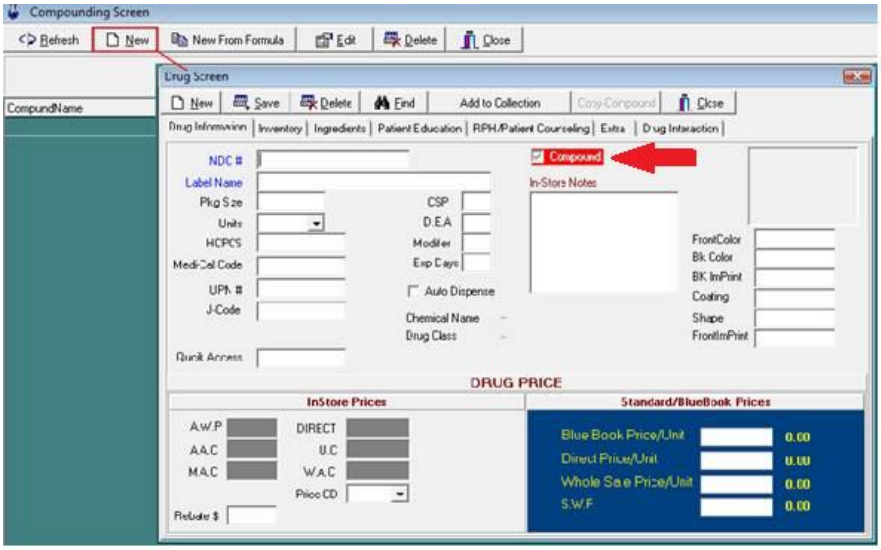
16.1a) Digital RX Home Page > Maintenance > **Compounding** > Drugs > New



Click **Refresh** to view all compound medications added to your Digital RX Pharmacy System



16.1b) Click **NEW** in Compounding Screen to add a new compound drug then continue to the ingredient tab.

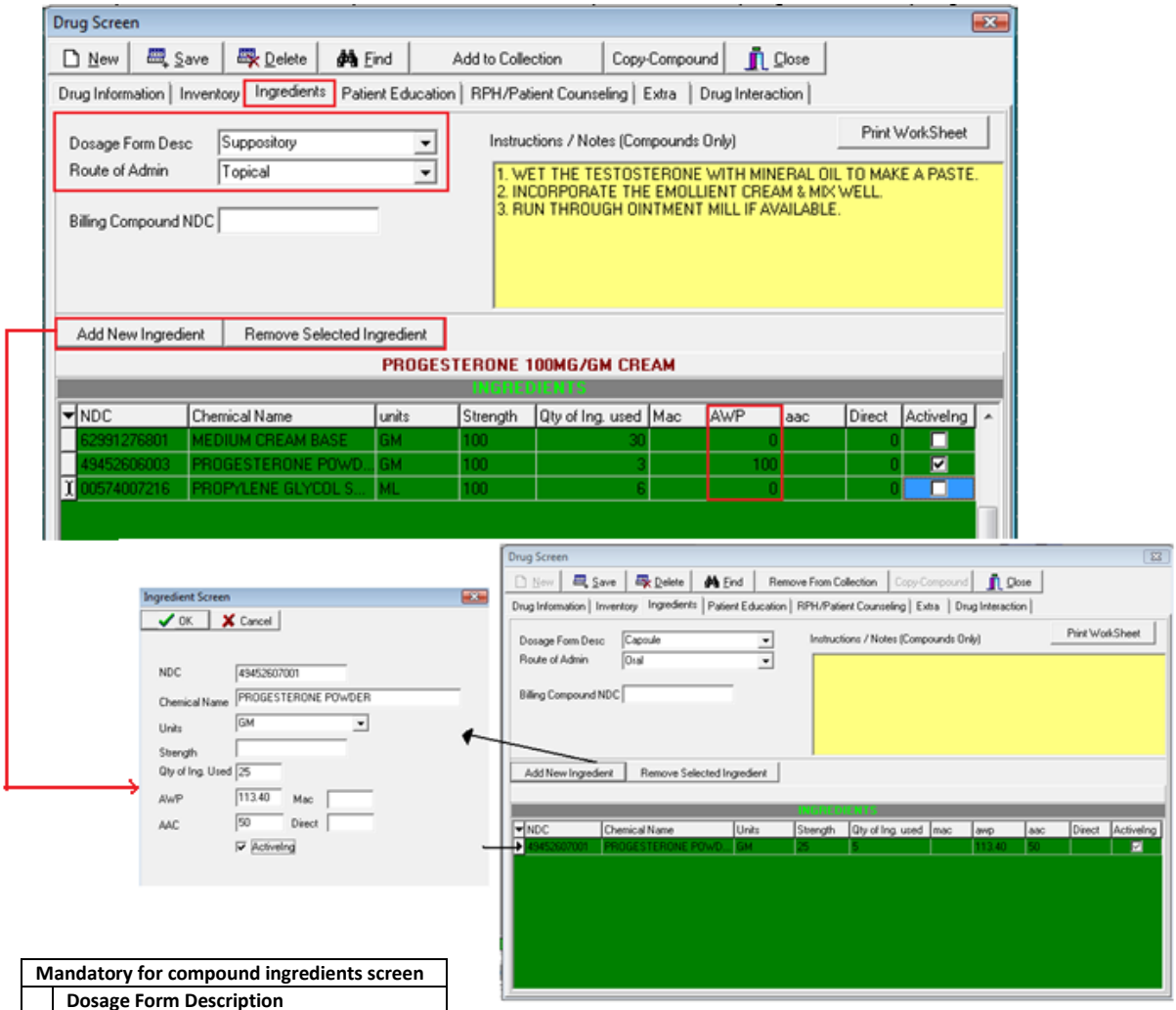


Mandatory for compound drug record	
	Unique 11 digit NDC
	Compound Label Name
	Package Size
	Drug Units

16.1c) Click on the **Ingredients** tab to specify **Dosage Form Description**, **Route of Administration**, and to add the ingredients used to create compound.

Note: Calculate AWP base on Qty of Ingredients used for each NDC in the compound.

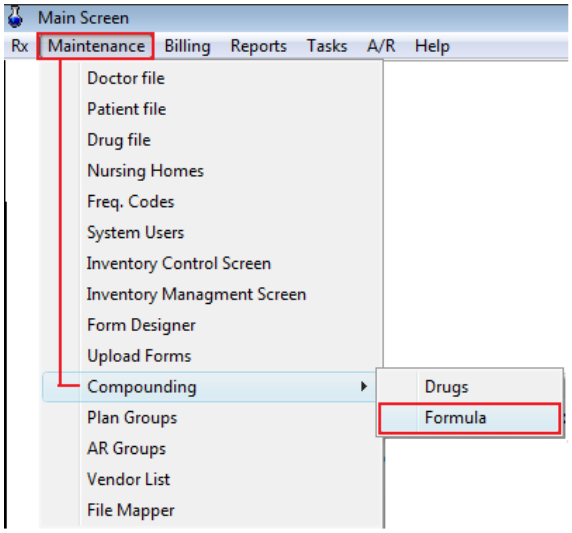
(Example: A bottle of 100 tablets costing $100 but you use a qty of 50 tablets your AWP Cost = $50.)



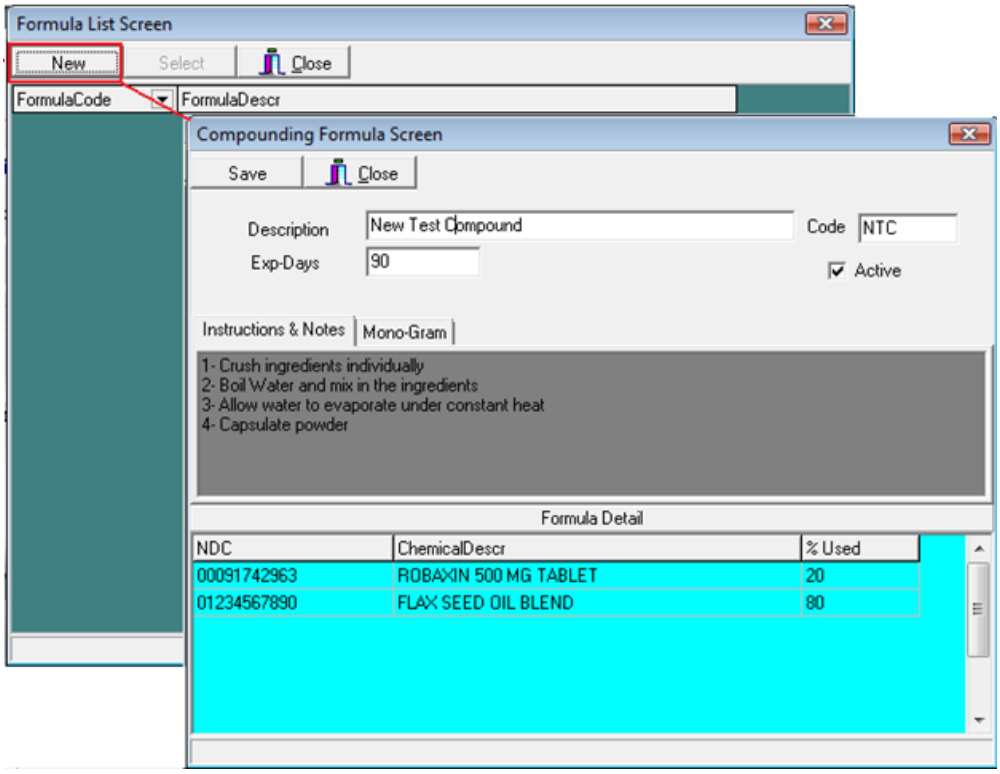
Mandatory for compound ingredients screen	
	Dosage Form Description
	Route of Administration
	NDC ingredients (Require valid NDCs)
	Chemical Name
	Drug Units
	Qty of Ingredients Used
	AWP calculation

16.2 How to create a compound formula.

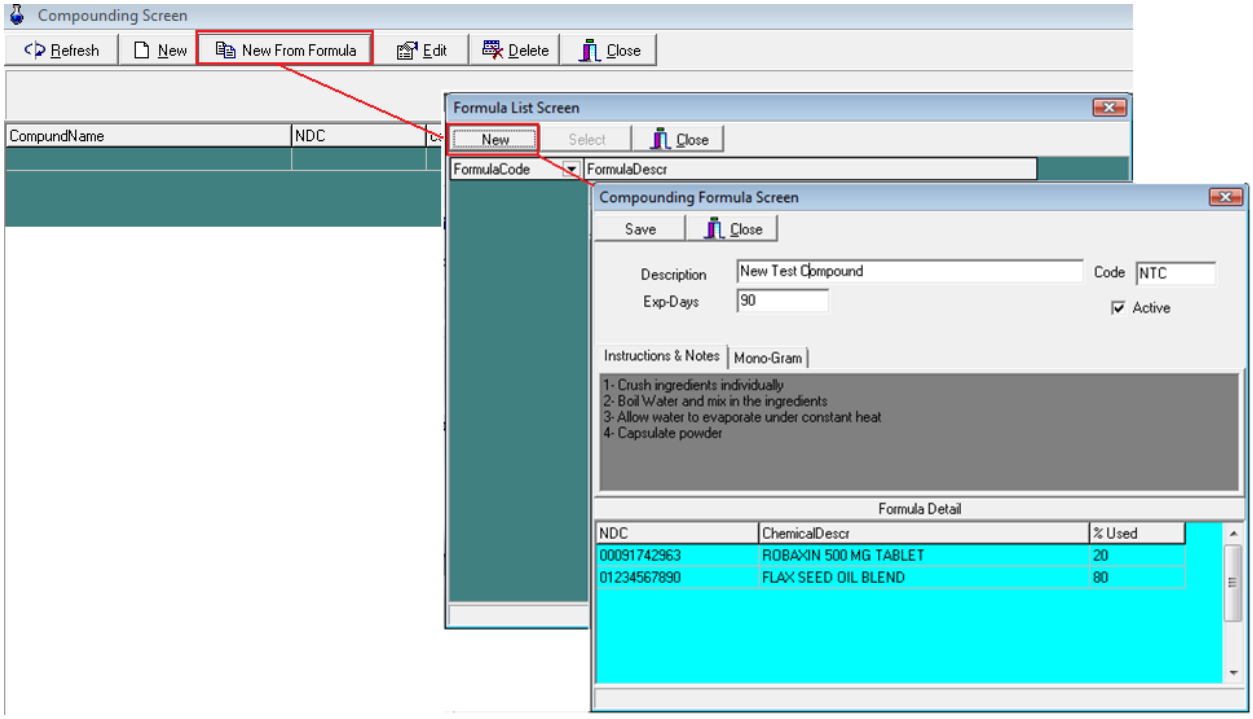
16.2a) Digital RX Home Page > Maintenance > Compounding > **Formula** > New



16.2b) Complete the Compounding Formula Screen as shown below.

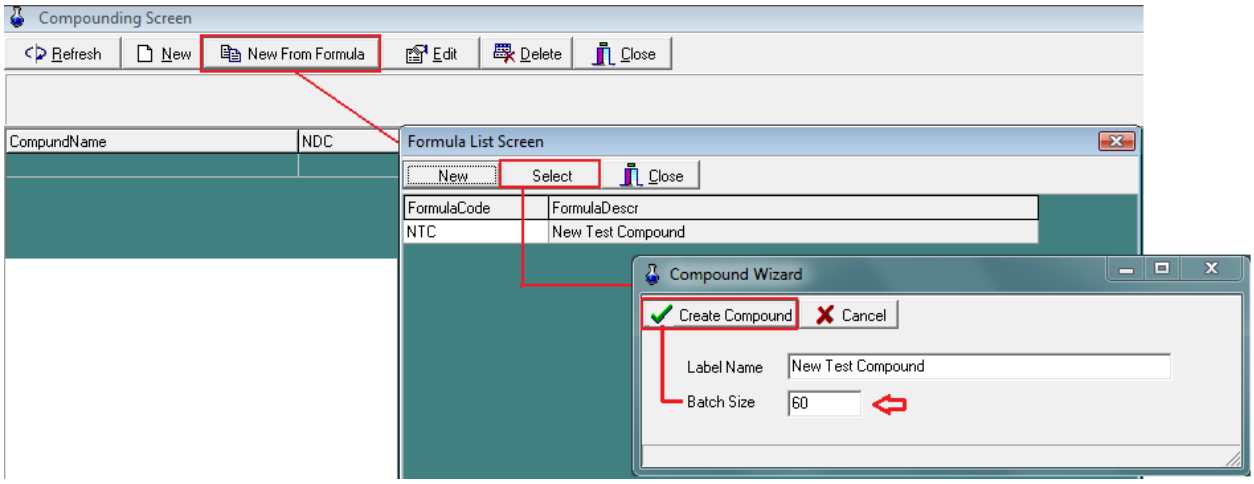


16.2c) You can create New Formulas from the Drug Compounding Screen. Digital RX Home Page > Maintenance > Compounding > **NEW FROM FORMULA**.

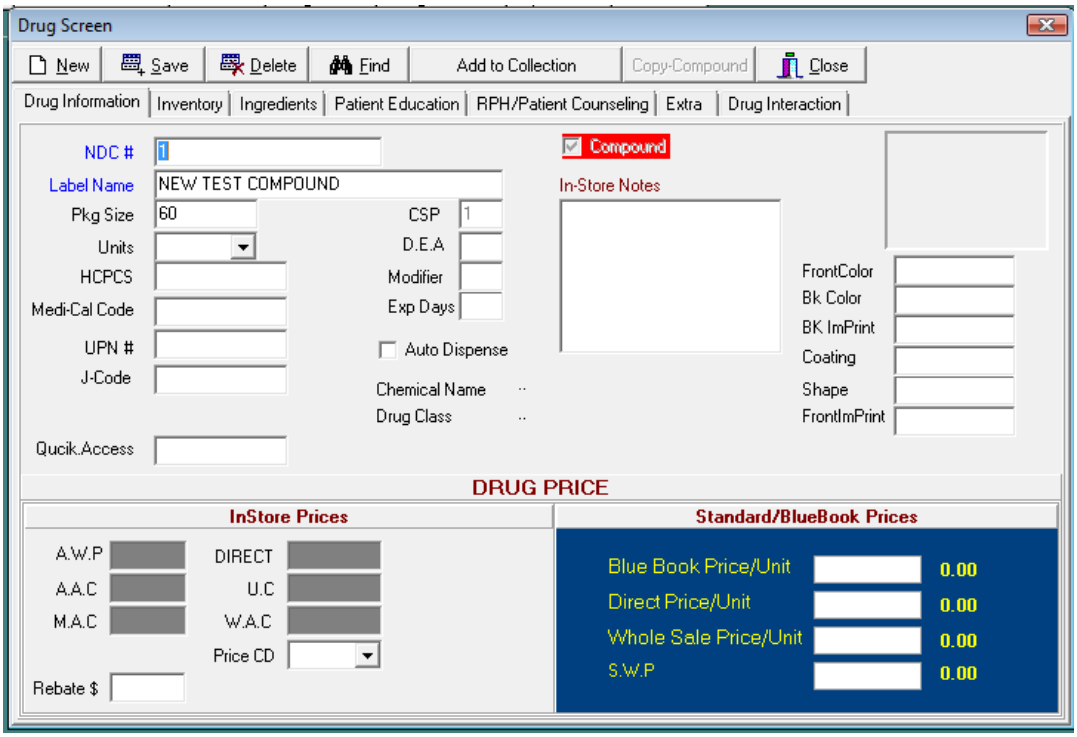


16.3 How to attach Formula to Compound Drug Record

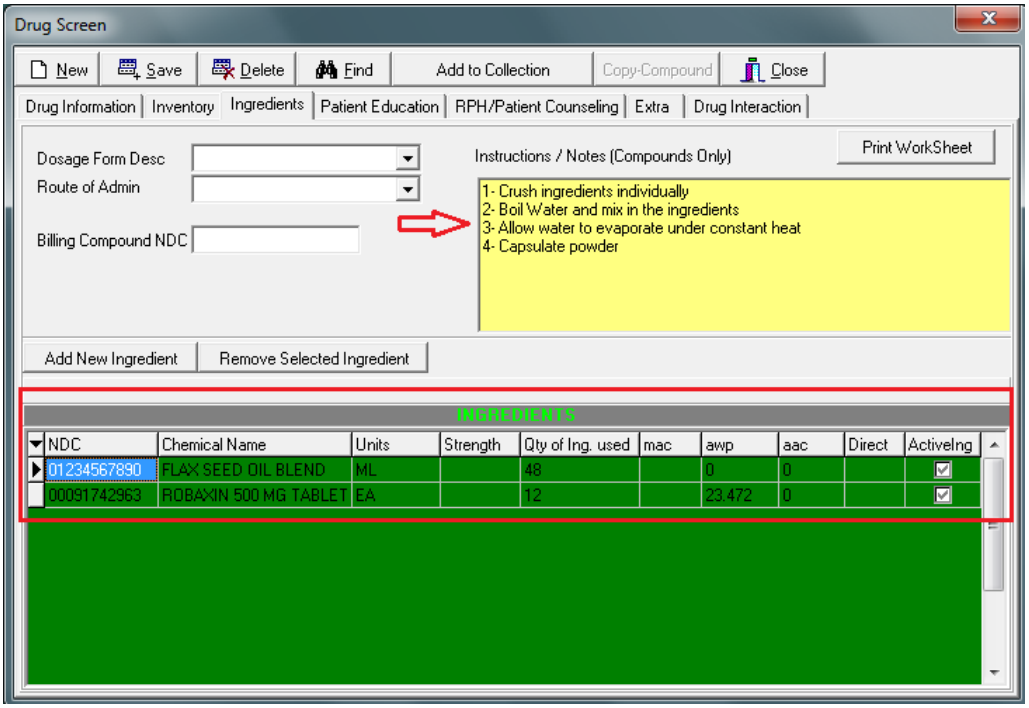
16.3a) Digital RX Home Page > Maintenance > Compounding > New from Formula > Select your formula> Enter the **Batch Size** > **Create Compound**



16.3b) Continue creating compound record as shown in **section 16.1c**.

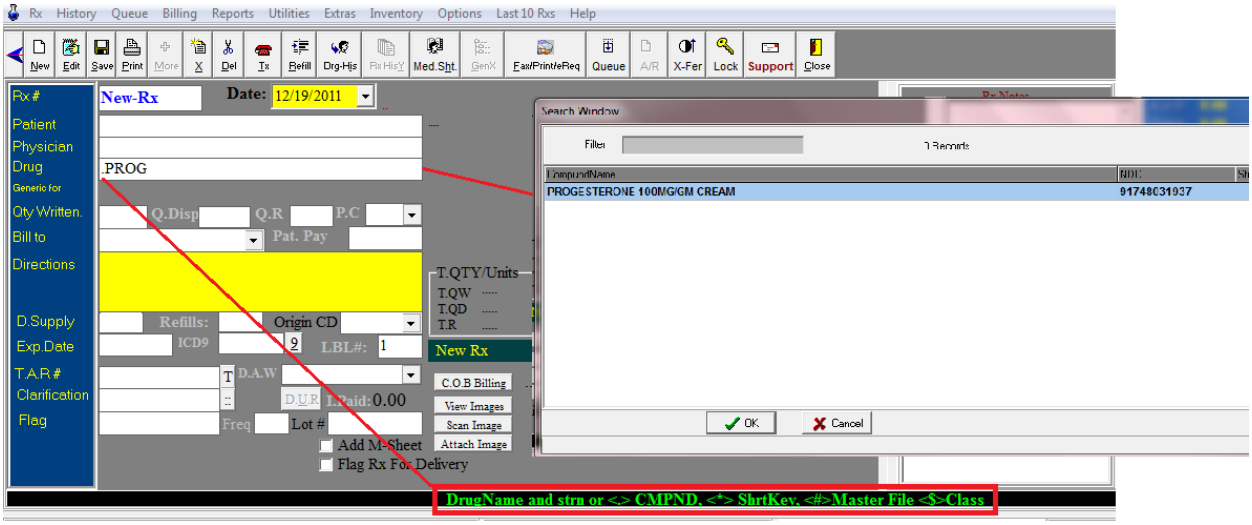


16.3c) Notice the Compound Formula Instructions & Ingredients are automatically entered into the compound record.

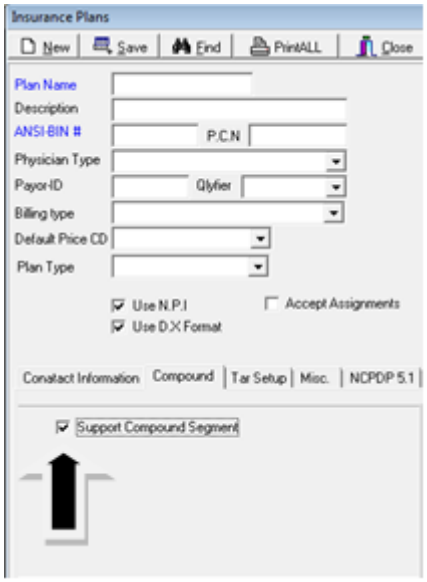


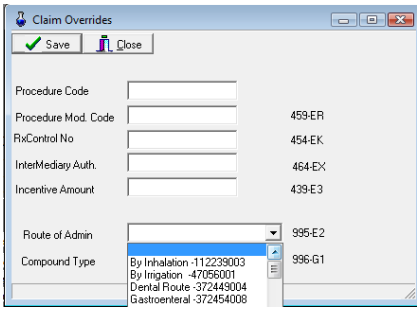
16.4 How to adjudicate Compound Medications

16.4a) To fill your prescription using a compound medication enter a period symbol " . " followed by the compound name to view your list of compound drugs.



16.4b) Compound segment required in NCPDP version D.0 claim billing. Verify your D.0 plan is set to "**Support Compound Segment**" as shown in the image below. Insurance Plan screen (F6) > Compound tab > Check On.

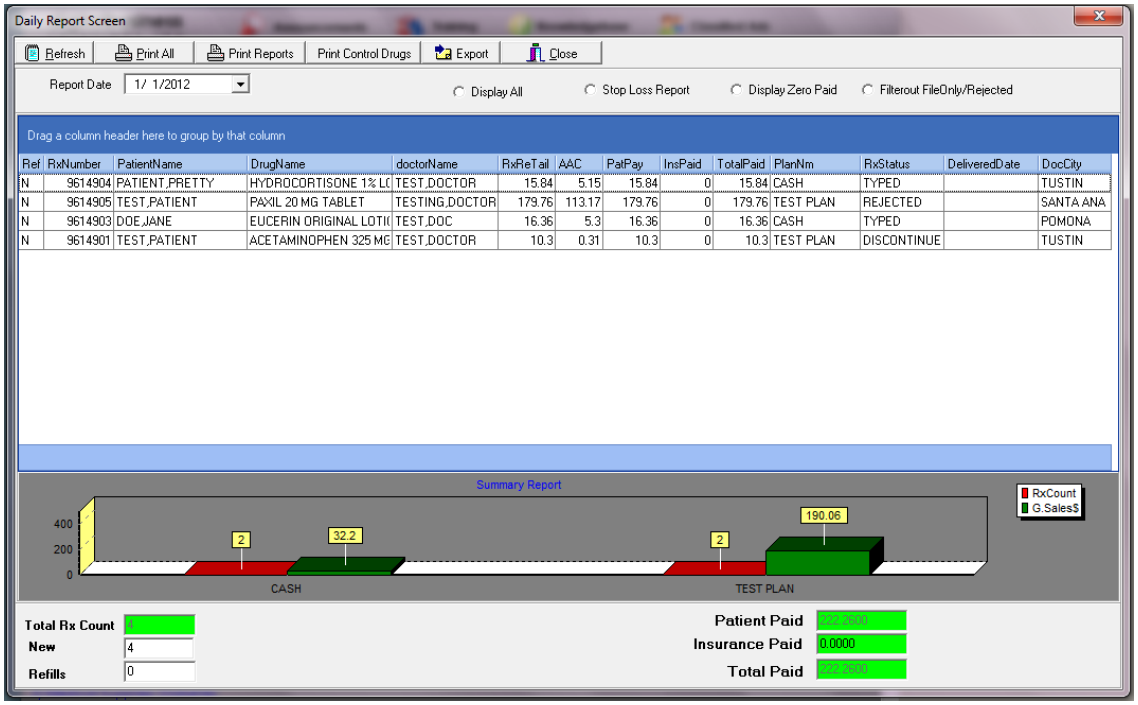




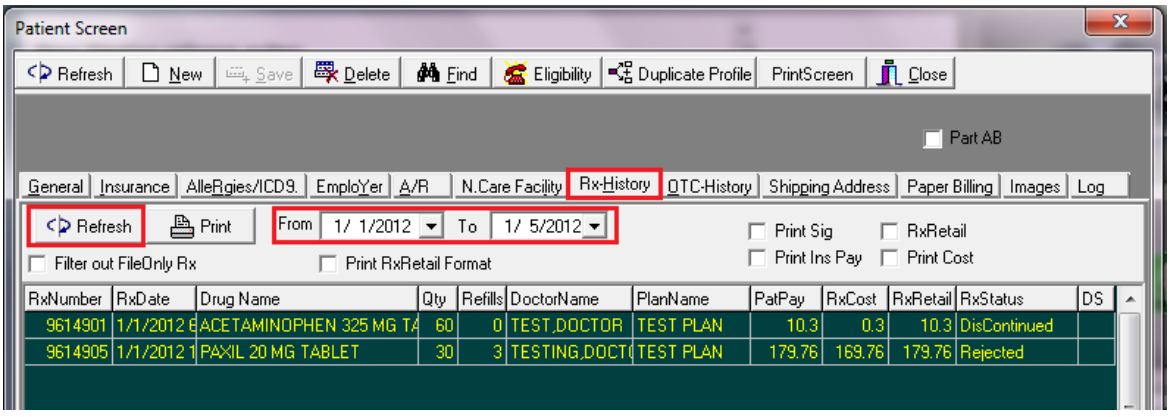
16.4c) Effective January 1, 2012 the **Route of Administration SNOMED** values may be required during the claim adjudication on the NCPDP version D.0 compound prescription as shown in the image above.

19.0 Reports

19.1 How to generate the **Daily Report.** File Maintenance> Reports> click on icon> select your Report Date> click Refresh to view daily dispensing log. You can access the Daily Report from the Fill RX screen by using short key **CTRL + R** or click Reports > Daily Report. **Watch Digital RX Training Demo #12 How to generate the Daily Report.**



19.2 There are several ways to generate the **Patient History Report.** You can start at FILE MAINTENANCE> click on the **Patients** > enter the patient name > click Find > select RX-History > enter date range> click Refresh to view data > click **PRINT**. **Note: Use additional options to the right to preview information.** **Watch Digital RX Training Demo # 8 How to print the Patient History**

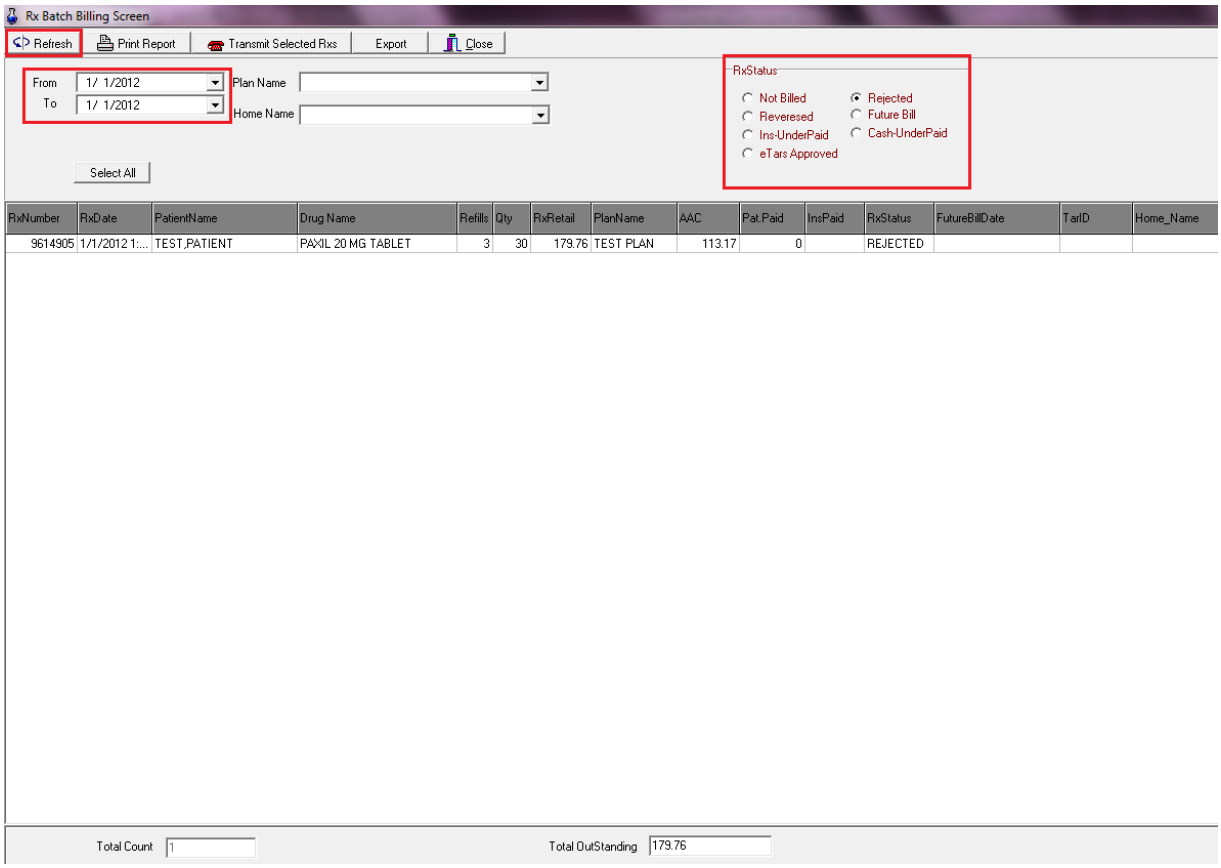


19.2a) You can access the Patient History Report from the Fill RX Screen > enter patient name > continue as instructed in **section 19.2** above. In the Fill RX screen you can click on REPORTS > Print History Report > enter patient name and date range. **Patient History from the Reports section does not provide additional options to display on report layout.**

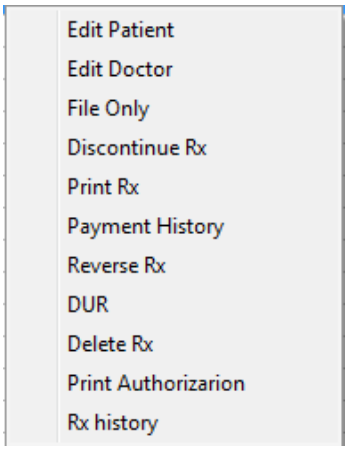
19.3 The **Batch Bill Report** allows you to generate a report based off a specific RX Status. (i.e. Not Billed; Reversed; Rejected; Insurance Under Paid; Cash Under Paid; Future Bill; eTAR approved)

Left Menu Bar > RX > click on

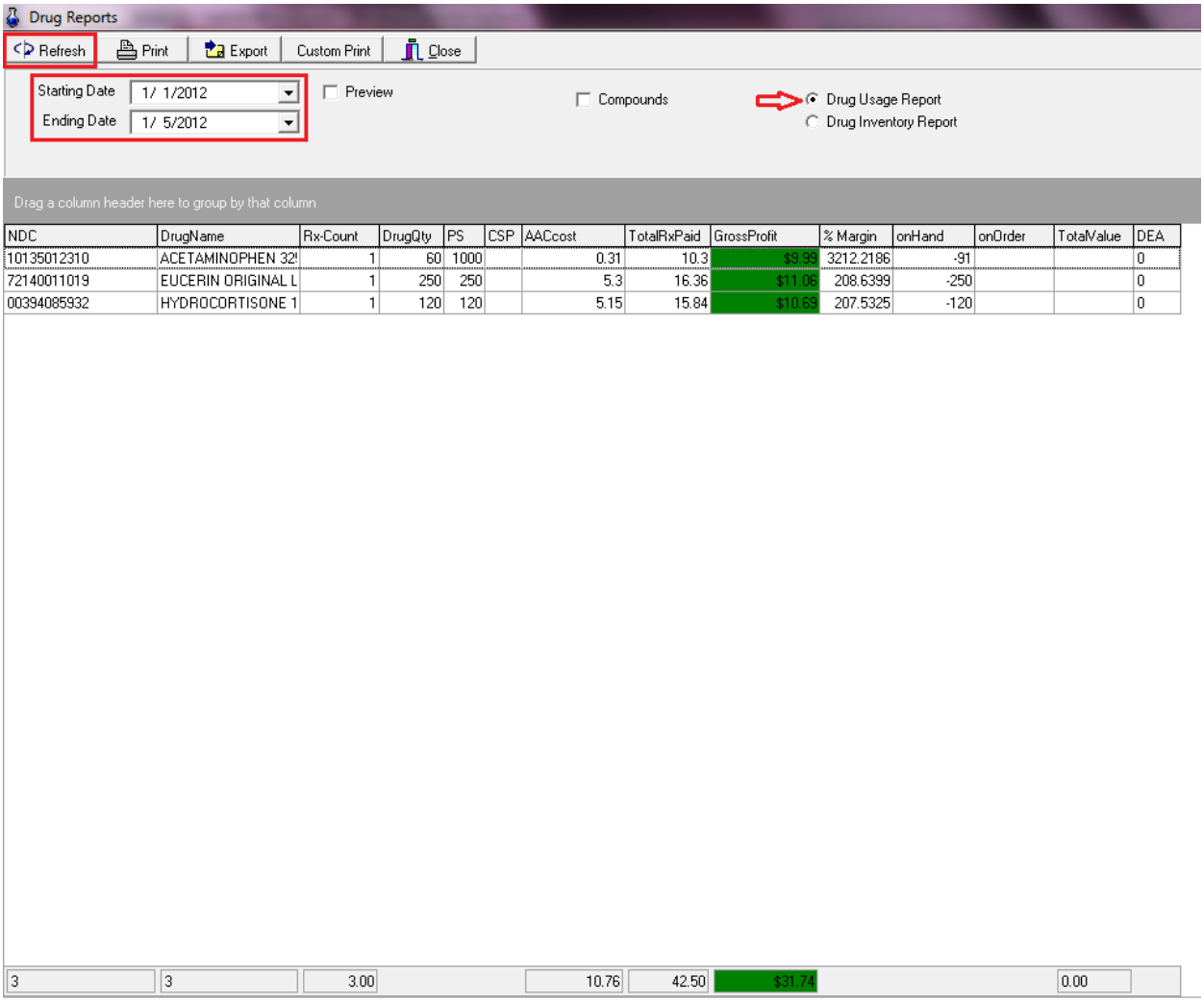
icon >enter data range > select RX Status > Refresh



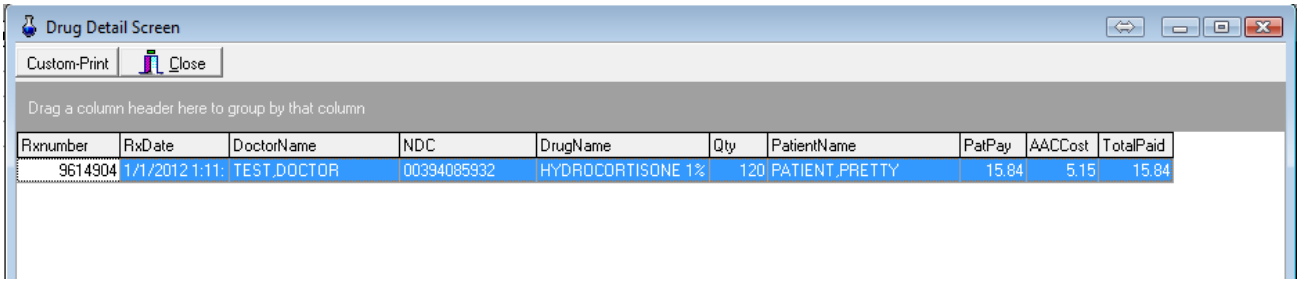
19.3a) This report allows you to filter by Plan Name or Home Plan to narrow your search results. You can **Transmit Selected RXs** from the Batch Bill screen or print the report for your pharmacy records. There are additional options available when you right click on the Batch Bill Report screen as shown below.



19.4 How to view your pharmacy **Drug Usage Report**. Left Menu Bar> Reports > click on the icon> enter date range > REFRESH.



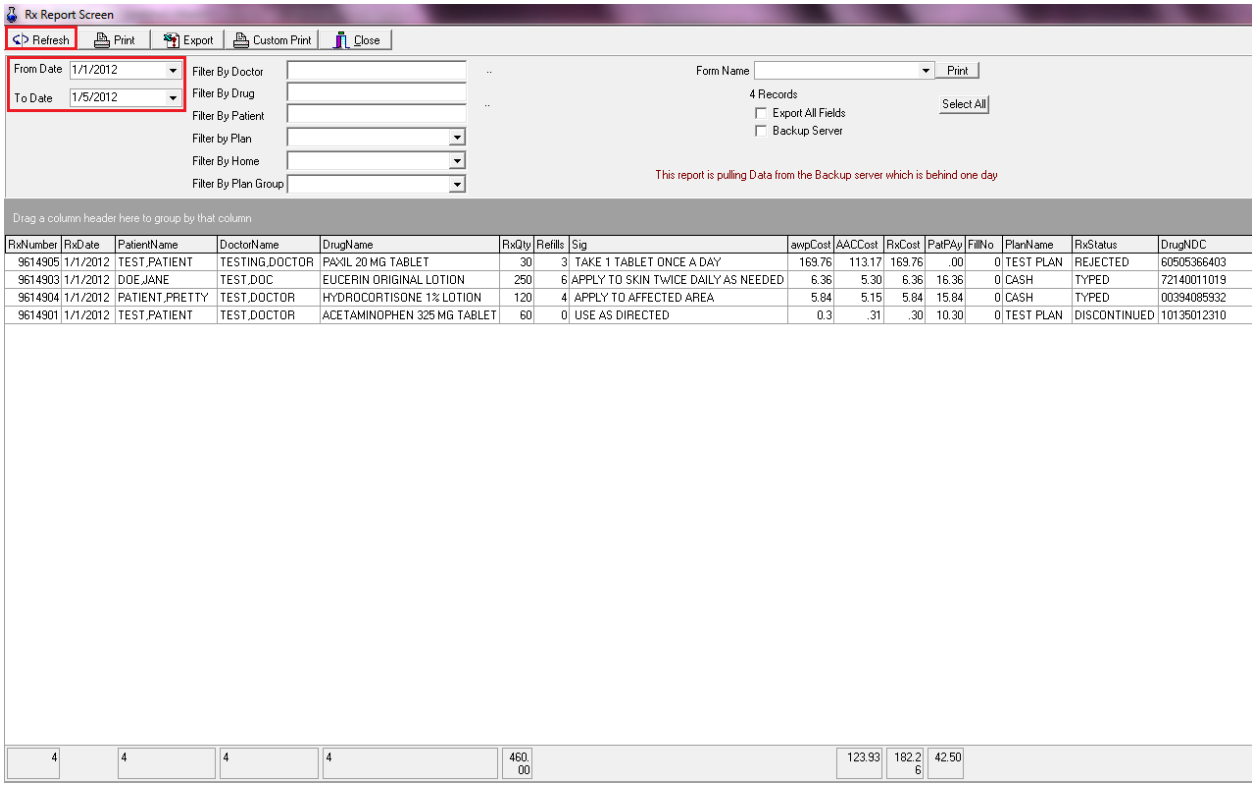
19.4a) You can double click on a specific NDC or Drug Name to view the Drug Detail Screen which will display the RXs dispensed within the specified date range as shown below.



19.5 The **RX Report** is designed to list RX dispensing information based on the parameters selected. There are many customizable options when using the RX Report feature. **Watch Digital RX Training Demo # 13 How to generate the RX Report** for more instructions.

File Maintenance> Reports > click on

icon > enter date range

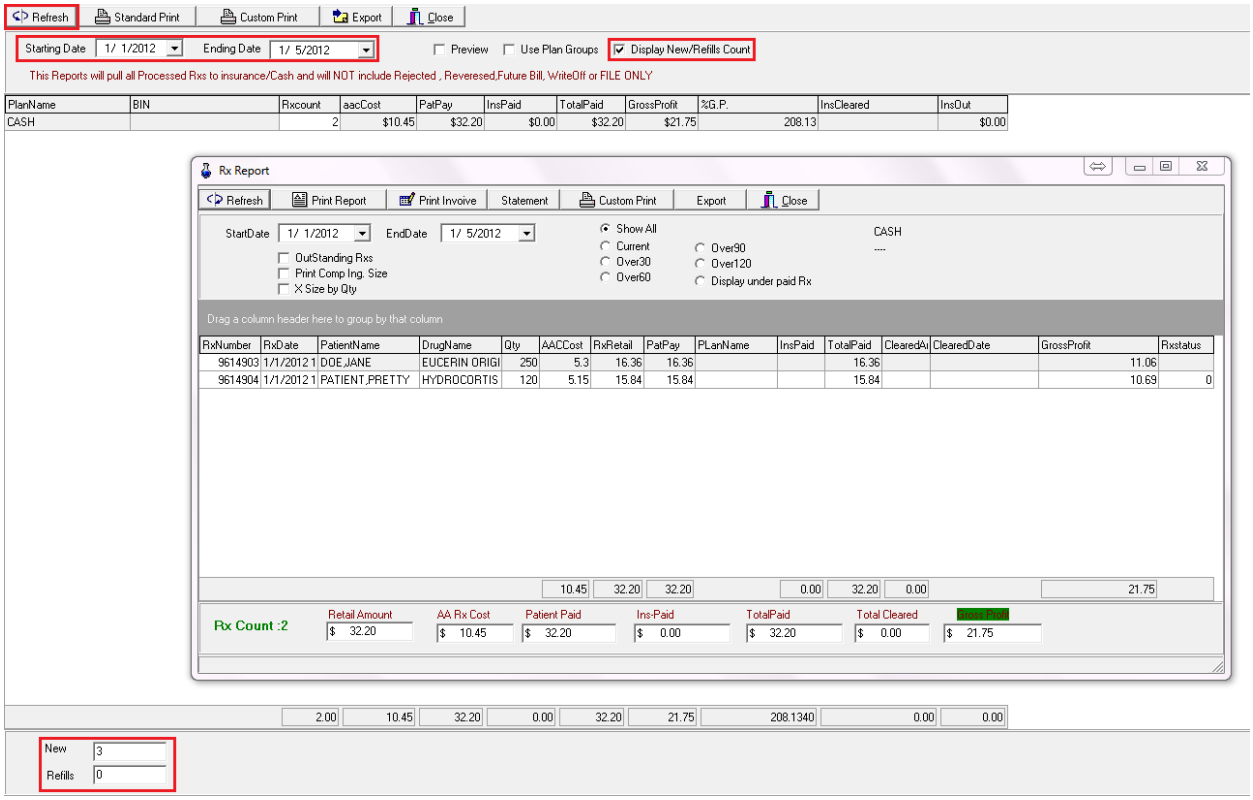


Note: Please check **Backup Server** option only when you are searching for data over 60 days old.

19.6 The **Monthly By Insurance Report** is recommended to view your pharmacy's gross profits. This report will display the total number of prescriptions and the gross profits amount for the individual 3rd party payers. You can double click on the Plan Name to view each RX dispensed to the 3rd party payer. **Security Level 4 required. Watch Digital RX Training Demo #14 How to generate the Monthly Ins. Report.**

File Maintenance >Financial Reports > click on

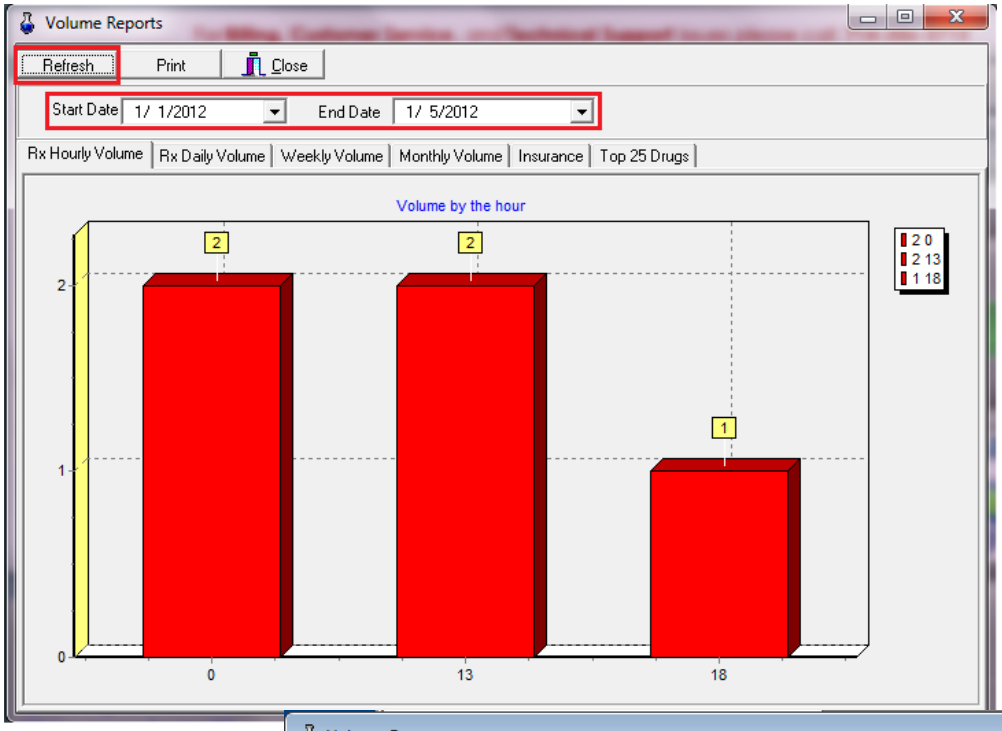
icon > enter date range

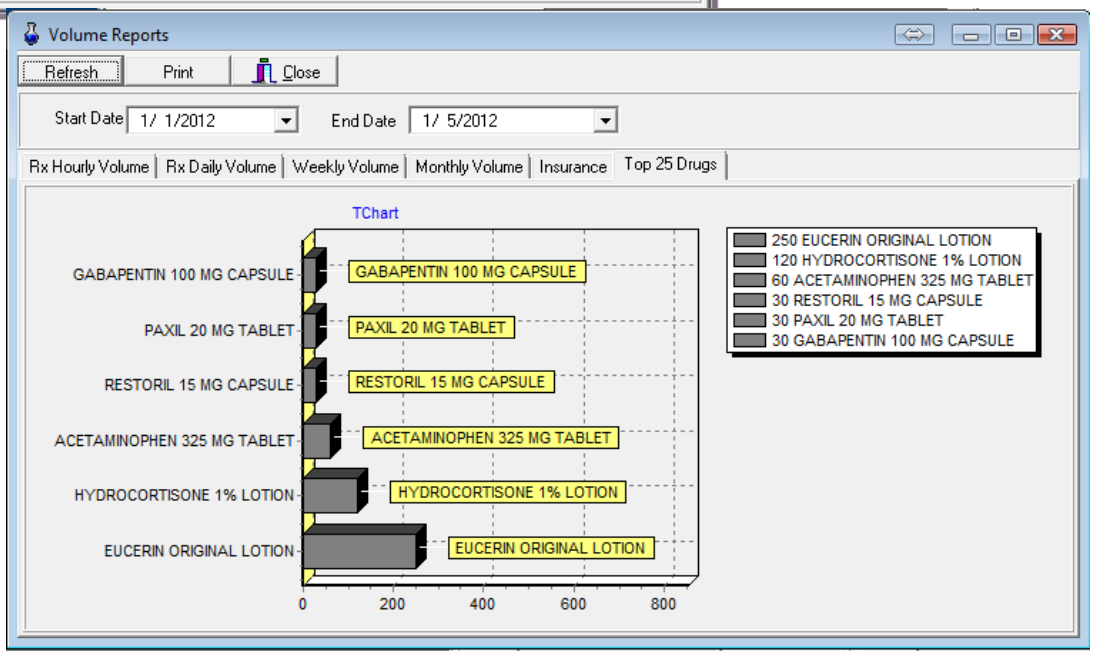


19.7 The Management Report is used to determine the pharmacy average dispensing volume. You can view the average volume for RXs per hour; RXs per day; RXs per week; RXs per month; average 3rd party payers; Top 25 Drugs. **Security Level 4 required.**

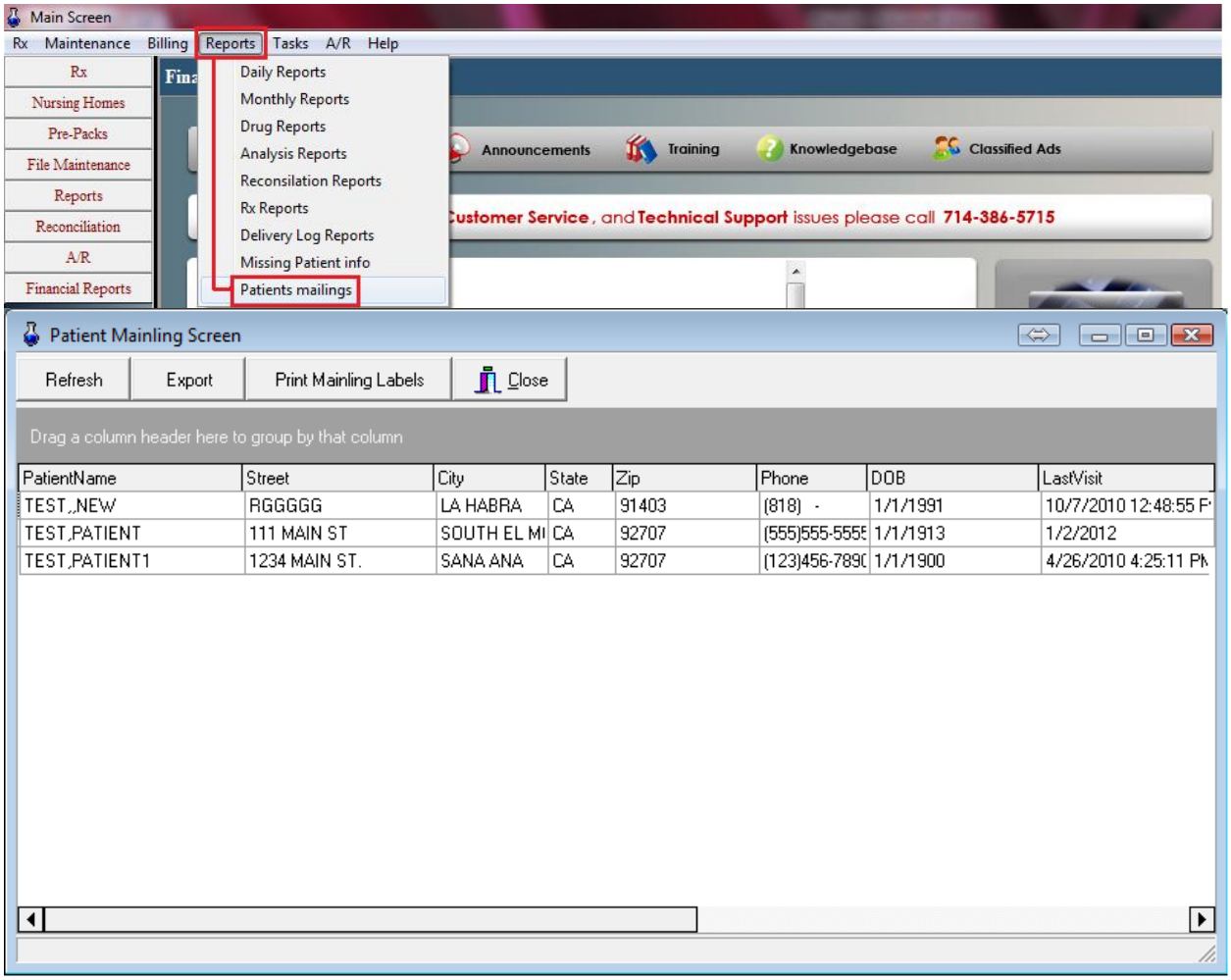
File Maintenance > Financial Reports > click on

icon > enter date range





19.8 The **Patient Mailings** is a report that list the patient address; patient D.O.B; and the Last Visit Date. Digital RX Home Page > Reports > Patients Mailings



19.9 The **Doctor Usage Report** will display the number of RXs dispensed from a specific doctor during a specified date range.

Left Menu Bar > Reports > click on

icon